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SPECIAL

FEATURES

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Comment Needless!



MR. GUILBERT PITMAN

86 & 87 Fleet Street, London, E.C., England, July 29, 1907.

John R. Gregg, Esq., Chicago, U. S. A.

Dear Mr. Gregg:

I have watched for some time the remarkable progress of Gregg Shorthand in America and have read your magazine with interest from month to month. This set me to thinking. It seemed to me that

the continued success of a comparatively new system in America, where shorthand is made such a strong feature of business, was evidence that it must have some substantial advantages over other systems. This impression was deepened by the reports I received from different sources, and I decided to make a fair and independent investigation of the system on my own account. You will readily understand that one who has lived in the atmosphere of Pitman's Shorthand, as I have, would find it exceedingly difficult to regard other systems without ''envy, hatred, and malice and all uncharitableness.'' Yet as I continued the study of the Gregg System I was amazed at its logical and practical arrangement and the absence of "Exceptions to Rules." The ease with which I acquired the system, even after having written the older style 28 years, was almost incredible -- I was even more surprised at the completeness and brevity of the outlines and the facility with which they could be written. Your system is based on scientific principles, applied in a scientific way, and I believe that it is destined to become the shorthand of the English-speaking people. Faithfully yours,

(Nephew of Sir Isaac Pitman and formerly Manager for 20 years to Sir Isaac Pitman, Ltd.)

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VOL. 32

SEPTEMBER, 1907

No. 1

SHE WHO HAS COME TO STAY



NCE in a while somebody calls attention to the comparative modernness of woman as a factor in business education. It surely is a large subject. Probably the girls who are attending commercial schools throughout America outnumber

the boys by a substantial majority. In the cities and larger towns the proportion may be two to one. Of course, the universal demand for the office amanuensis was the chief factor in producing this result. It is a great mistake, however, to suppose that women did not figure in our commercial schools to an appreciable extent before the introduction of the typewriter. In the early days of the Bryant & Stratton "chain" all the schools had what they called "Separate Ladies' Departments." That was more than two decades ago, as we find by the old records that these special departments were abolished (with profuse apologies to the ladies and the distinguished assurance that they would be welcome to share floor space with the boys) at the commercial schoolmasters' convention held in Chicago forty-one years ago this month.

So, you see, the business woman isn't quite so "new" as some of us have been accustomed to call her. Women teachers in commercial schools also date well back, but in the early days they were not relatively so numerous as now. To-day the demand for them is chiefly for the shorthand and penmanship departments. Few of the larger schools employ women in the business department—why it would be hard to say, "nless there be something in the claim that the feminine mind does not grasp mathematical details so quickly or firmly as that of the sterner sex. The Journal knows a number of schools, however, that employ women teachers of bookkeeping, arithmetic and other commercial branches, and is pleased to say that they are doing excellent work. They are not likely to force men out of certain positions, and are not to be considered competitors.

One reason, if not the main reason, that more women are not employed as teachers in commercial schools is a widely prevalent impression that they are not good disciplinarians—can't keep the boys in order. Is this the fact, or is it precisely contrary to the fact? How about our public schools, where the great majority of teachers are women and a large proportion of students are raw, uncultured, and many of them vicious. (We refer particularly to city schools). Experience has demonstrated beyond cavil that women preserve order and command attention and respect as well as male

teachers, if not better. There is something in the masculine nature, however uncultured the individual may be, that attaches to womanhood a certain quality of reverence. Boys who would defy a man would be ashamed to commit any act of rudeness toward a woman.

Don't you all recall very well the howl that went up when the business offices began to be filled with young women amanuenses? Don't you remember that the men were scared out of their wits for fear that the bread would be taken out of their mouths? Everybody was talking about it—almost everybody. The newspapers had ponderous editorials on the subject, and from more than one pulpit were thundered solemn warnings to young ladies not to defile themselves by contact with men engrossed in the vulgar pursuit of moneymaking. Let them be queens in their own parlors—to say nothing of the cookstove and the washtub.

How about it now? If you were in front of The Jour-NAL office to-day between 12 and 1, you will see an endless procession of young women going to and from lunch-thousands of them, bright-faced, happy-looking, well dressed, well mannered. Many of them girls in their teens, all of them working in offices and coming into contact with men of all kinds and conditions-and none of them a whit the worse for it. Instead of the woman being degraded by her contact with business, the thing has worked precisely the other way. The atmosphere of the office has been purified. The morale of the entire male force from the office boy up has been strengthened. Her desk is her sanctuary. She is as secure from any form of rudeness as she would be in her own home. The coarse man curbs his tongue in her presence; gentlemen throw away their cigars instinctively; others are reminded to do so. Even the flippant squibs about the typewriter girl in which our thrifty penny-a-liners used to glory, have been called in. They are no longer funny-simply vulgar. All hats off to the business woman, whether you find her in the schoolroom or the office!

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A beautifully engraved certificate, 16x21 inches in size, signed by the Conductor of the Course, the editor of The Journal and the Teacher of the Student, will be given at the end of the year to all who satisfactorily complete any one of our penmanship courses. Framed copies of this certificate adorn the walls of hundreds of homes, and many occupy conspicuous places in the offices and recitation rooms of our leading schools.



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The one thing of which The Journal is proudest is that nine-tenths of the school proprietors and teachers that take the trouble to put it in the hands of their students at the clubbing rate think enough of the paper to send in their own subscription year after year for the News Edition at one doilar.

THE PENMAN'S ART JOURNAL FOR 1907-1908



UR friends are always interested in the programs we arrange for them. We trust this year that they will not only be interested, but pleased. In planning the various courses we strive to fulfill two requirements: First, to

get the best obtainable from the professional or artistic view; second, to provide that by which one may, if he will but become skillful in it, achieve not only fame, but fortune. You will find in this and the succeeding numbers of the year that everything we publish may be readily classified under one of two headings-Necessary or Beautiful-the former predominating. We cannot mention any one course particularly without doing great injustice to the others. Each is perfect in its individual sphere.

PRACTICAL BUSINESS WRITING needs no champion. The world-both business and literary-is calling loudly for legiibly and tersely written English. Penmanship has been called, "the Soul of Commerce." Who is better qualified as a teacher and practitioner than C. C. Lister to give us a course equally well adapted to the needs of both private and public schools?

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Sherwin Cody, one of America's greatest living authorities on practical Business English will give a series of talks on this most vital subject. This course, goes hand in hand with Mr. Lister's.

Ability to speak and write well in order to be profitable must find expression in some particular vocation, E. O.

Folsom, of Worcester, Mass., will write to the young men each month on business transactions as they are daily performed in the marts of trade, and Mrs. Nina P. Hudson Noble, of Salem, Mass., will counsel the young women in this particular field.

For the teacher of business, on whom depends not only the interest of the student, but the school, we have planned a course in Higher Accounting by Messrs. Bentley & Laird, public accountants of New York City.

The subject of RAPID CALCULATIONS will be treated by W. E. Douglas, Wilmington, Del.

The professional penman will find his interests carefully attended to in the course in CARD WRITING by the world's master card writer, L. Madarasz. This course will be worthy the best effort of the most expert penmen of the world.

M. B. Moore, the master flourisher of Morgan, Ky., will delight the fancy of those who appreciate an artistic flourish, while the Penman's Exchange will give our leading penmen an opportunity to show the others how to swing the pen in a skillful manner.

THE PENMAN'S ART JOURNAL has exerted a more potent influence in raising the standard of work in Engrossing and ILLUMINATING than any other agency in this country. It is a source of gratification to us that we are permitted to announce a series of lessons in this beautiful and highly profitable department of our work by E. E. Marlatt, who for twelve years was one of the most valuable and versatile artists on the Ames & Rollinson staff. Mr. Marlatt has recently embarked in business on his own account in Newark, N. J. Our cover page and several department headings are from his pen and brush and bear far more eloquent testimony concerning skill and genius than any words of ours might do.

To go hand in hand with the course in engrossing, O. E. Hovis, a practical script artist with a large insurance company in Springfield, Mass., will conduct a series of lessons in Engravers' Script, the most beautiful and practical of all professional writing.

Valentine Sandberg, of The Journal staff, will conduct a course in pen drawing and illustrating. This will be by far the most complete course he has ever given. For several years Mr. Sandberg was on the great metropolitan dailies, including the New York Herald and the World. He is kept busy now preparing cover designs for Mnnsey's, McClure's and other popular magazines.

The NEWS EDITION will continue to be in the future what it has been during the past thirty years, the chief medium for the dissemination of the latest professional news throughout the business school world. This edition is called by our fraternity "THE NEWSPAPER OF BUSINESS Education." Among the departments always to be found in every issue twelve months in the year are the following: NEWS OF THE PROFESSION, MOVEMENTS OF THE TEACHERS, NEW Schools and Changes, Hymeneal, Obituary, Conven-TION NEWS and NOTES, HIGHER ACCOUNTING, RAPID CALCU-LATIONS, WHO'S WHO IN PENMANSHIP, EDITOR'S CALENDAR and the GALAXY of the World's FAMOUS PENMEN.

Are the foregoing features worth the subscription price? This is for you to decide.

The Penman's Art Journal is published in two editions. The Regular Edition, in which are found all the professional features, at 75 cents a year. Canadian subscriptions, 10 cents extra. For clubbing rates see Editorial Page. The News Edition not only contains all of the professional features, but the news features enumerated above, at \$1.00 per year. Canadian subscriptions, 25 cents extra.



N bringing before the thousands of JOURNAL subscribers a course of lessons in business writing, I wish to extend greetings to all, and to express the hope that we shall have a pleasant and profitable practice during the coming school

year. It is my plan during this course each month to offer some general words of advice in practicing penmanship, and, therefore, I shall not go into the matter very extensively in this issue. The subject is too big and too broad to be treated in a single number of any magazine.

There are hundreds of thousands of pupils in America now practicing business permanship. Some of them will make a splendid success of their work, others a moderate success, while a few will fail absolutely. I am sure that not one of The Journal subscribers will be found in the latter class. The course of lessons I have prepared for this year is the best work I can possibly do after more than twenty years of teaching experience. I am going to give you the result of all my reading, training, education and experience. All I shall ask of the student is a faithful adherence on his part to



CUT No. 1

the principles and instructions which I shall lay down. I will guarantee the result. I should like to take up at least a page of space to tell of the course, its plan and method, but this I cannot do. It will be necessary to wait and let each lesson unfold at its proper time.

I have been asked if I could not allot a lesson for each school day of the year. This I could do if the time devoted to class drill were the same in all schools. But it is not. Some schools devote an hour a day to penmanship, others but forty minutes three times a week. The best that I can do is to suggest that from one to ten pages of each exercise should be made during the year, and that at least fifteen minutes of each recitation be devoted to the movement drills found in the first five plates. For this purpose I suggest that the fifteen-minute drill be divided up as follows: Plate I for Monday, Plate 2 for Tuesday, Plate 3 for Wednesday, Plate 4 for Thursday, and Plate 5 for Friday. During the first three months I would suggest that the pupil practice fifteen minutes a day on each of these five plates outside of school hours.

MATERIALS, POSITION AT DESK, ETC.

A workman is known by his tools. If you are satisfied to write on poor paper with pale ink and a poor pen, you may

be sure that you will not make any progress. Do not stint yourself when it comes to buying penmanship supplies. Get the best business pen you can obtain, a rubber or cork tipped penholder and a firm white paper. These can be hought at any school or stationery store.

Sit straight in front of the desk, with both feet on the



CUT No. 2

floor, the left foot a little in advance of the right. Keep both elbows on the edge of the desk. Incline the body at the hips and do not bring the eye closer to the paper than four-teen inches. By assuming such an attitude you can not only do better work, but you can practice much longer without tiring. The proper position of the arm on the desk is indicated in cut No. 1. Study it carefully. The proper position



CIT No. 3

for the penholder and the distance of the point of the pen from the first finger is shown in cut No. 2.

The paper should rest on the desk in an inclined position, as shown in cut No. 3. Notice carefully how the hand lies across the lines and that each down stroke is drawn directly toward you. The left lower corner of the paper should be about two inches from the edge of the desk and the right lower corner should be about seven inches from the edge. The arm should cross the ruled lines very nearly at right angles.

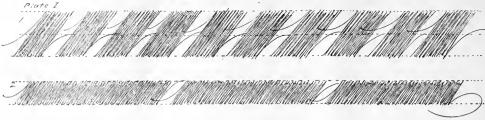


PLATE 1.

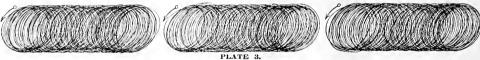
Line I is the straight line exercise, two spaces high. Notice carefully the beginning and end of each group. Be sure to make your lines perfectly straight; do not let them wabble. Make twenty down strokes to each group. Always count each down stroke. Line 2, same instructions as for Line I. Make one hundred down strokes in each group. Count in all of your work as follows: I, 2, 3, 4, 5, 6, 7, 8, 9, 10—I, 2, 3, 4, 5, 6, 7, 8, 9, 20—I, 2, 3, 4, 5, 6, 7, 8, 9, 30—and so on, up to 100. By this method it is very easy to count in penmanship drills. In counting move the lips, but do so silently.



PLATE 2

Oval and straight line exercises, one space high. Go ten times around the oval and five times across for the straight line. Make eighteen to twenty to each line. Count for every down stroke.

PLATE III



The compact oval exercise, two spaces high. Count one hundred down strokes to each group. Make circles as true as possible. Do not let them scrawl around. Let the pen touch the paper lightly. Do not make any ink puddles. Work rapidly.

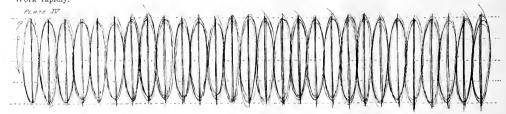


PLATE 4.

Turn your paper so that you can write across the lines instead of on them. Mark off four spaces. Make oval one space in neight. Let the pen go around the oval ten times and cross the straight line five times. Keep oval very flat, one-fourth as high as long. Make from twenty to twenty-five to the column.

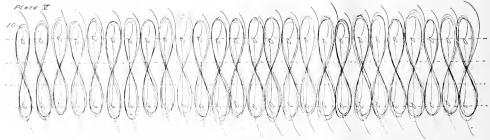


PLATE 5

Turn the paper as in Plate 4. Make two small o's three spaces apart. Then let the pen swing over the last o and under the first o. Repeat ten times. This is a valuable exercise to develop a free movement and control.

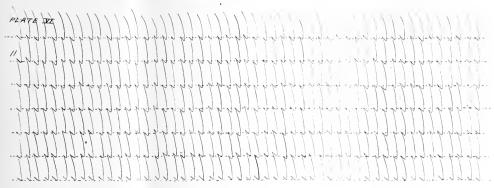


PLATE 6.

We are now ready to begin writing. At least two weeks' practice—two hours a day—should be devoted to the foregoing five plates before beginning on Plate 6. Turn the paper as previously instructed. Count off seven lines and make a down stroke the length of the figure 1 on each line. Count 1, 2, 3, 4, 5, 6, 7. Make the down stroke perfectly straight. Fifty lines to the column.

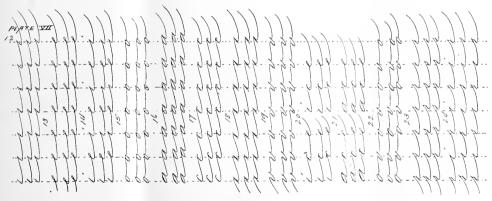


PLATE 7.

There are thirteen different exercises in this column. It is expected that at least one full page of each will be made. If desired, the columns may be made alternately. By crossing the seven lines the writer will develop a strong, free lateral movement. Study carefully the forms and size of letters.



PLATE 8.

In this plate we begin the special study of individual letters. Draw slowly the i, e and u. Notice that they begin and end in the same way. The first line constitutes the proper drill to prepare the muscles for making each letter. Make one full page of each line. Count for every down stroke. Watch the speed and make your exercises rapidly.



A review of the right curve and straight line exercises, constituting the i and u. Make six lines of the i, then turn the paper and make a column of u's. Make all lines the same distance apart.

Manual Ma

The first line in this plate is the key not only to *m* and *n*, but to many other letters. It constitutes a very important movement drill, and I advise daily practice upon it. Watch the retrace closely, and keep the down strokes straight and as close together as possible.



We have here our first word. Try to step off the letters as evenly as possible. Leave a space the width of the small m between all letters in this drill. Legibility depends as much upon uniform spacing as anything else. After writing the word mine six times, turn your paper and write the word mine across it.

Here is more than enough work for the most industrious student during September. Be prepared for something

Here is more than enough work for the most industrious student during September. Be prepared for something fine next month.

THE JOURNAL'S penmanship certificate has been granted to the following since our last issue:

Dakota Business College, Fargo, N. D., E. C. Watkins, instructor; Rosalia Schjeldahl, Roy E. Dunn, Fred G. Hill, Irvin G. Schneider, Walter A. Haskins, E. E. Sletvold, Peter Boeckel, Edwin F. Hodgdon, Frank J. Herman. Lewis C. Parsons, Isadore E. Giedt, Adolph M. Engelson, H. I. Furgeson, H. B. Olson, T. Elvesater, Edward H. Arnelgard, Oscar II. Kjorlie, Eugene P. Patton, Earl S. Snyder.

Spencerian Business College, Milwaukee, Wis., D. I. Rowe, instructor; Adala Grobe, Norma E. Kesselhut, Edwin F. Koch, Joseph D. Deuster, Oscar Jan Wittig, Victor Frank Kihm, George A. Glassner, Edwin G. Steiert, Clara E. Coeper, Manly W. Markert, Josie Seliger, Robert W. Schroeder, Monroe Wussow, Lorine Ellen Krueger, Hazel M. Hibbard, Marie F. Coleman, Frank J. Hirshek.

Eastman College, Poughkeepsie, N. Y., S. E. Leslie, instructor: Carlos Mones Casanouas, Frank R. Womack, Manuel Villegas, Arthur R. Caron.

American Commercial School, Allentown, Pa., O. C. Dorney, instructor: Miles T. Bitting, Nevin W. Hensinger.

Gem City Business College, Quincy, Ill., J. M. Latham, instructor: Bennie F. Behimer, Wilbur H. Allen.

Rutland, Vt., Business College, L. J. Egelston, instructor:

Mary V. Piette, Paul H. Blanchard. Centre Line, Alich., Public Schools, M. W. Plunkett, in-

structor: Lily Hartsig, Alma Busch.
Lima, Ohio, Business College, C. J. Gruenbaum, instructor: C. J. Straugler, Henry Carmean.

Douglas College, Connellsville, Pa., I. D. Beals, instructor: Lena M. Moore.

North Park College, Chicago, Ill., J. A. Linblade, instructor: Odelia Olson.





OR a long time I have wished that I might have a page in The JOUNNAL each month where I might talk to young men in a familiar wayno straining for fine effects or a polished literary style. But there has always been so many

things to occupy the room that it has not seemed possible to do so. This summer I made up my mind I would save a little space for this purpose. I do not know how long it will be before we shall be crowded out, but until that time I am planning to talk to the young men only of The Journal family—to those who are in school as well as to those who have gone into business. I shall write, first, as a young man who has traveled the road which ninety-nine out of one hundred travel—the road of ordinary achievement; second, as a former instructor with a somewhat extended experience in teaching business branches, and third, as an employer of young people.

It was a difficult matter for me to decide what to write about this month. Many of my readers will be in school, and I thought I had better say something about school work; others will have returned from their vacations to begin work once more in their old positions, and some, possibly, will be starting in business for themselves. The decision was in favor of those who are in school, and to them I wish to say a few words.

With the majority of you this year will be your last in the school room. What you learn from books hereafter you will learn without the assistance and guidance of a teacher. Make the most of every day and every recitation. Your instruction costs you from ten to twenty cents an hour. Try to get your money's worth. You would not think of going into a store to make a purchase and then come away leaving the goods on the counter. Yet many thoughtless and careless young people would buy a dollar's worth of instruction and be very glad, indeed, not to receive it.

Your term in school should do three things: improve your manners, develop your character and train you sufficiently for some position of usefulness and responsibility in this busy world. Let me repeat the list: Manners, character, training. Your training will be worth little to you unless you have a character upon which men can rely, and no matter how honest, industrious and capable you may be if your manners are rude the best positions are not open to you. A disagreeable person is as offensive to a business man as to anyone else. If we pay people for staying with us all day long it is because we like them and need their services. The nearer you are to the head of the firm the more necessary it is for you to be agreeable. Three hundred and eighty-four of the leading business men of our country were recently asked several questions concerning the personality of the young people who were in their employ. The results show that 46 per cent. of their assistants were deficient in politeness, 44 per cent, in punctuality, 34 per cent, in truthfulness, 35 per cent, in cleanliness, 44 per

cent. in reliability, and 40 per cent in a desire to advance. What a blasting criticism this is on the young manhood of America, when nearly one-half of those who are seeking employment are deficient in one or more of the fundamental qualifications of success. If these cost money, or if one had to go to some great college in a distant state to learn them, then there would be some reasonable excuse for their lack; but it costs nothing to be polite, or clean, or reliable, or truthful, or punctual.

Twenty years ago I entered a large college located in a western city. The vice-president of the institution presided at the morning exercises the first day I was present. He was talking to the young people about some of the common things which make for success—things so common that they are usually overlooked. "Why," he said, "after a young man has been here a little while he begins to take notice of himself. He brushes his clothes, cleans his teeth, combs his hair, and especially does he watch his shoes to see if the heels are not worn down." I have never forgotten that part of his talk, and it has cost me fifty cents a year ever since to keep the heels of my shoes in good shape. I might say that I have often been willing to spend as much more in repairing the shoes of other people with whom I have been associated, could I have done so without giving offense.

Now, these are some of the things usually left out of our text books, and it is most unfortunate that such is the case. Every bookkeeping text should impress upon the student the importance of keeping one's desk clean and everything in systematic order, and especially the value and bearing that a neat personal appearance has on securing trade. When A. T. Stewart opened his store in New York, a half century ago, he hired the best-looking and the best-dressed young men he could find as his salesmen. (There were no lady clerks in those days.) He did this simply from a business standpoint—to draw trade. Customers always prefer doing business with agreeable clerks, and many a sale has been lost because of an indifferent, slipshod salesman.

I said you would improve your manners while in school. You will if you keep your eyes and ears open. It is not likely that lessons in ctiquette will be given. What you learn you will get from observation.

Next month 1 shall tell you about a young man, a former pupil of mine, who has gone from the bottom to the top of the ladder in ten years—he is not yet thirty—simply because of his agreeable manners and business judgment.

"Life isn't a spurt, but a long, steady climb. You can't run far up hill without stopping to sit down. Some men do a day's work and then spend six lolling around and admiring it."

"The only undignified job I know of is loafing, and nothing can cheapen a man who sponges instead of hunting any sort of work, because he is as cheap already as they can be made."



TO THE SEPTEMBER STUDENTS



O young girl exists who has not a wish that she were better in character, more largely endowed with talents and fully equipped with an understanding of such subjects as would reap her one or all of these things: admiration, fame or

money.

The first desire is woman's right, as it were, by division of humanity. The second is the twentieth century call of the woman and the third is the outgrowth of the Declaration of Independence. Some women have attained all three, and about these renowned women I shall tell you later.

It is to you, individually, I would write, however, because I know with how much wonder you are making out your first check, having a capital of five thousand dollars in college currency, or now strangely those symbols of syllables in the shorthand book look to you.

You are hesitating because all seems so difficult to understand. The question: "Is it worth while?" arises now as it will so many, many times through life.

You have a great deal of work before you, and it will not cease with the close of school or when severing from your first position.

It is for you, numbering thousands strong, to raise the standard of womanliness in your school and in your office.

The world is a very different place to dwell in now from that of even twenty-five years ago, the existing social conditions are such that the pupil taking a commercial course is not the exception. I believe much of the refinement that stamps the offices to-day has been wrought through the introduction of young women.

A girl can be commercial, she can understand the intricacies of business without losing her dignity. In her striving for that which will return money, she too often succumbs to admiration, false or true, and flattery. This is for you, then, to cultivate a bearing not exalted, yet not lax; a confidence in your ability, but not conceit; integrity, not priggishness; wholesomeness, not sensuality; dignity, not conservatism; to be capable of assuming duties, not presuming on another. This should be as much a part of your training as learning the regular lessons; and it will be for you to cultivate yourselves largely.

It is a peculiar fact that business men are governed in their choice of office employees by appearance and personality of the applicant. He will select a lady with apparel simple, neat, minus surplus pins, ribbons and jewelry; finger nails carefully manicured; white teeth; sensible well-blacked shoes; becoming and sparsely trimmed hat, and with hair combed neatly without stray locks fringing the eyes.

These details must be observed in school first, because no manager's recommendation is worth anything if the pupil is careless in appearance.

There is probably no more difficult task allotted to the teacher or principal than to tell the pupil to comb her hair,

not to wear soiled collars and waists, to attend to her complexion; and yet not a week passes but this occurs.

Neat, clean clothing does not demand any greater amount of expense; the schoolroom and the office are no places for velvet suits, fancy silk waists and French heeled boots. Pardon me, if I am necessarily abrupt in my remarks, but we cannot "see ourselves as others see us."

Environment is by no means the keynote to success, yet it has much to do with the progress a student may make. The United States is not without caste, but it is a simpler matter to rise than in other countries. Money or position rather than birth is the division line; and because you are to work, instead of wasting your time at pink teas, is in no way causing you to be inferior to the class with whom you associate. Many of the daughters of the so-called "best" families are becoming competent stenographers, believing that life incomes are uncertain.

The stenographic work presents a splendid opportunity for advancement, revealing as well as developing latent ability.

Stenographers from their employers (men generally of wide understanding, versatile in large industrial undertakings), learn to distinguish business propositions and to be familiar with financial questions.

Mrs. Storer is an example of the progress a woman can make from snorthand writer to a position of international prominence. It means much for you to clothe and feed yourself; it means more to be able to be responsible for a portion of a business; and it is most to be an authority on questions of vital interest to the American citizen. You have reason to be complimented on the beginning. May you succeed!



ELLOW WORKERS:—When Mr. Healey wrote me with the request for something of a literary nature that would be of interest, and possibly beneficial to my fellow-workers, I hardly realized what the undertaking meant; but since I have

endeavored to get material together, and have been to various institutions where women were employed, I have come to feel that a majority of the mass of humanity that leave the stores and offices at 5 and 6 o'clock, are women; most of them girls between the ages of 16 and 25. Then, again, in my teaching work I have had an excellent opportunity to come into very closest touch with young women.

Truly it means a great deal if one he able to write anything that will appeal to them, increase their ambition and longing for better things and will make their lives better.

It seems to me that if we have before us the example of what young women are doing to-day, who have made themselves renowned, not only because of the splendid work they have been pursuing in business fields, but also of pleasing personality, we should perhaps learn whereby we could make ourselves better, increase our ability and widen our horizon.

CARD WRITING

By L. MADARASZ.

A Course for the Professional Penman.

For years there has been a constant demand from the expert penmen of this country for a course in card writing by Madarasz. It is with great delight that we present in this issue the first installment of a series of lessons in this department of Pen Art. We believe that every one will agree that the half-dozen cards shown are worth many times the cost of this number of The Jounnal.

INSTRUCTIONS.

Use either India or Japan ink. If the latter, dilute with fluid ink in the proportion of two parts Japan to one part fluid. Mix ink in large quantities. Use Spencerian No. 1, or Gillott's No. 1 pen and the best quality of card. Do not rule card, for one of the chief requisites of the card writer is the ability to write in a straight line. Write each signature one thousand times and send your best effort to The Journal office for criticism.



CARD FLOURISHING

By M. B. Moore.

To accompany the Madarasz course in Card Writing The Journal has procured the services of M. B. Moore, Morgan, Ky., to prepare a series of Card Flourishes. He stands unequalled in America to-day in this particular field. This course is also designed for the expert penman. The amateur will find it a little too advanced, although by a careful study of the main strokes and noting how the filling in is done one should be able to derive profit from practicing the copies. One hundred copies of each flourish should be made and the best one sent to this office. Especially creditable products will appear in the Penman's Exchange.



















O THE JOURNAL READER: Is there an esthetic side to your nature? If so, what I shall give you during the next few months in this department should appeal to you most strongly. Ornamental penmanship has been the guiding star, which, for many generations, has led thousands of young people upmansing has been the guiding star, which, for many generations, has been fundants of young people upward and onward to a proper appreciation of the beauties of art and, at the same time, to a pleasanter
and more profitable position in life. The chief characteristics of this department of penmanship are
grace of line and contrast of color. Every one admires it, and those who are skilled in its production find
it an open gate to many good things. I count it a distinct privilege to greet the readers of The Penman's Art
Jouenal. Once more with a course in this style of writing, and I promise each and all that these pages shall reveal

the product of my very best thought and skill.

coduct of my very best thought and skill. In this lesson I endeavor to present two fundamental features, namely, the full, free oval and the low, snappy this tested of writing he is master of a free arm movement. If not, shade. It is presupposed that before one attempts this style of writing he is master of a free arm movement. If not, then it is fatal to attempt this work for the present, but instead, turn to Mr. Lister's lessons in business writing and devote months of practice to the drills there given. Then you will be prepared for this work. Use a good black ink, a fine pen—Spencerian No. 1 or Gillott's No. 604—and a good, firm paper. Study your work carefully and compare with the copy frequently. At first make the exercises two spaces in height and then bring them down to one space.

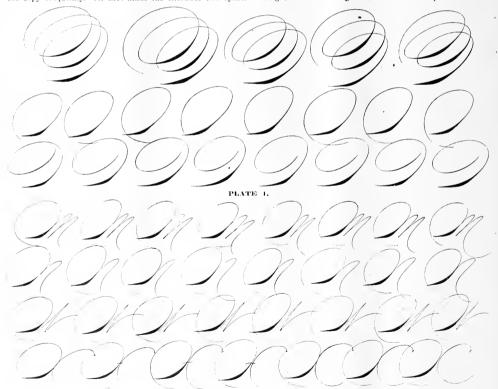


PLATE 2.

NOTICE THE DATE ONYOUR WRAPPER

A NUMBER OF JOURNAL SUBSCRIPTIONS EXPIRE WITH THIS ISSUE. If yours is one of them the date on the wrapper will fully inform you. Have you not found THE JOURNAL genuinely helpful in your work? If so, would it not be wise to send us at once 75 cents for renewal or \$1.00 for subscription to the News Edition, and we will enroll you on our Professional List, which contains the names of a great majority of leading business educators? CHANGE OF ADDRESS.—Subscribers wishing to have their magazine sent to a new address should notify us prompt-tly, giving the old address and specifying the edition, whether News or Regular. Notices must be received one full month in advance, that all copies may be received.

THE NEWS EDITION OF THE JOURNAL costs \$1 a year. We hope to make it worth at least that much to every teacher and school proprietor. It is a matter of deepest grafification to us that hundreds of our proprietor and school proprietor. It is a matter of deepest grafification to us that hundreds of our proprietor and or the regular edition think well comply of the Journal to

enroll their own names on the Professional List, at \$1 a year.

RECENT JOURNAL VISITORS



DWARD TOBY, Toby's Business College, Waco, Tex.

Clyde L. Newell, Wood's School, Brooklyn, N. Y.

N. A. Fulton, Sherman's Business School, Mount Vernon, N. Y.

D. B. Williams, Wendell Phillips High School, Chicago. Frank W. Martin, Boston, Mass.

C. W. Clark, Miner's Business Academy, Brooklyn, N. Y.

L. M. Holmes, Portland, Ind.

A. R. Lewis, Merchants and Bankers' School, New York. Howard Van Deusen, Brooklyn Business Institute, Brooklyn, N. Y.

C. A. Stewart, Richmond Hill, Long Island, N. Y.

C. S. Richmond, New York.

M. L. Miner, Miner's Business Academy, Brooklyn, N. Y.

C. M. Miller, Coudersport, Pa.

W. H. Vernon, Brooklyn Business Institute, Brooklyn, N. Y.

Clyde H. Marshall, New York.

L. E. Gerhold, Boston, Mass.

Amos Alloway, Asbury Park, N. J.

Mr. and Mrs. R. A. Spellman, Providence, R. I.

M. La Blaney, Providence, R. I.

L. S. Zider, Enterprise Transportation Co., New York.

E. R. Zimmerman, Newark, N. J.

T. C. Knowles, Pottsville (Pa.) Commercial School.

George N. Le Fevre, Pittsburg, Pa.

P. W. Harms, Drake Business College, Jersey City, N. J.

W. S. Ashby, Continental Teachers' Agency, Bowling Green, Ky.

J. L. Kollorohs, Bowling Green, Ky.

E. B. Burnham, Ransomerian School, Kansas City, Mo.

George W. Kuhne, Lawrence, Kan.

Fred G. Soxman, Lawrence, Kan.

M. H. Marius, Pottstown, Pa.

J. D. Todd, Heffley School, Brooklyn, N. Y.

MOVEMENTS OF THE TEACHERS



W. KNISLEY, formerly principal of the Marquette, Mich., Business College, is now connected with the Ionia, Mich., Business College.

A recent accession to the teaching force of the Wisconsin Business University, La Crosse, G. Broadwater, of the Denver, Colo., Business

Wis., is S. G. Broadwater, of the Denver, Colo., Business University.

J. T. Westcott for the past year with Platt's Commercial College, St. Joseph, Mo., having entire charge of the commercial department, has resigned his position and leaves for Arizona the first of August. Mr. Westcott will not do any teaching for a few months.

J. W. Donnell, of the Meadville, Pa., Commercial College, is now located at the Pennington, N. J., Seminary, Mr. Donnell is a teacher of the commercial branches.

C. E. Miller, formerly with the Lansing, Mich., Business University, goes to the Bliss College, Columbus, Ohio.

Miss Gertrude Beers has engaged with the University of North Dakota as commercial teacher.

A new teacher at the Massachusetts College of Commerce, Boston, Mass., is C. A. Robertson, late with Hinman's Business College.

W. O. Crosswhite, formerly with the Pittsburg, Kans., Business College, is now with the Sandusky, Ohio, Business College.

W. P. Kinion, of the Spencerian School, Newburgh, N. Y., will be located at the Mountain State Business College, Parkersburg, W. Va., the coming year.

The principal of the Globe Business College, St. Paul, Minn., is P. L. Greenwood, of Eau Claire, Wis.

H. G. Snyder, formerly of Lewistown, Pa., goes to the commercial department of the Lincoln, Neb., High School.

Win. Jayne, who is a graduate of the Williamsport, Pa., Commercial College, and a former teacher there, has engaged with Clark's Business College, Philadelphia, Pa., as commercial teacher.

Miss A. N. Neuhauser, of Millersville, Pa., will teach in the Girls' High School, Reading, Pa.

Chas. Smith, author of "Practical Course in Touch Typewriting," has severed his connection with the Kennedy School of Shorthand, Toronto, Ont., to become principal of the shorthand and typewriting department in the Business Systems Commercial School, Limited, Toronto, Ont.

W. P. Potter, formerly with the Southwestern Business College, St. Louis, Mo., has been engaged as principal of the commercial department of the Sparta, Ill., High School.

Miss M. E. Hansel, of Chester, Pa., was recently elected supervisor of writing in the public schools of that city. Miss Hansel is a pupil of John F. Siple, Banks' Business College, Philadelphia, Pa.

C. O. Weeks, of the Chatham, N. Y., High School, goes to Huntsinger's Business College, Hartford, Conn.

M. B. Chidester leaves the Canfield, Ohio, Business College, to take a position with the Excelsior Business College, Youngstown, Ohio.

Jas. E. Hannah, late of the Bowling Green, Ky., Business University, will have charge of the new telegraphy department of King's Business College, Raleigh, N. C.

F. E. Rvan, formerly with the Dixon, Ill., Business Col-

lege, has engaged with the Lansing, Mich., Business University to take charge of the telegraphy department.

A new addition to the teaching force of Hoffmann's Business College, Chicago, Ill., is V. L. Hughes, of the Chillicothe, Mo., Business College.

- E. L. Hollis, late of the Shenandoah, Iowa, Business Institute, will teach commercial work in the Centerville, Iowa, High School.
- B. F. Ader, who was with Hill's Business College, Sedalia, Mo., last year, goes to the Behnke-Walker Business College this Fall.
- F. W. Baldwin, of the Highland Park College, Des Moines, Iowa, is now connected with the Park's School of Business, Denver, Colo,

The new shorthand teacher in the Sharon, Pa., Business College, is Miss Bessie C. Bierne, formerly teacher in the Gregg School, Chicago, Ill.

- L. M. Crandall, of Hartford, Conn., is now with the Douglas Business College, McKeesport, Pa.
- R. W. Diehl, Spencer's Business University, Spencer, Iowa, will have the commercial department of the Valley City, N. D., High School.
- J. H. Drake has resigned his position with the Iowa Business College, Des Moines, Iowa, to take charge of the commercial department of Nickerson College, Nickerson, Kans.

Miss Emma Duncan, who has been teaching in Moothart's Business College, Cape Girardeau, Mo., is now teaching in the Indiana Business College, Madison, Ind.

Miss May W. Hosbrook, of Lancaster, Ohio, has engaged with the Ashtabula Business College, Ashtabula, Ohio,

- H. F. McKay, formerly of South McAlester, Indian Territory, Business College, is now with Hill's Business College, Waco, Tex.
- F. O. Pinks, of Bryant & Stratton's Business College, Warren, Ohio, will be with the Lackawanna Business College, Scranton, Pa., next year.

George A. Race, who was with the Morse Business College, Hartford, Conn., last year will have the commercial work in the Jamestown, N. Y., High School next year.

Ernest E. Race, Raceville, N. Y., has taken a position with the Westerleigh Collegiate Institute, New Brighton, Staten Island.

- H. C. Stanley, of the Brandup & Nettleton Business College, Winona, Minn., has accepted a position in Denver, Colo.
- A. R. Furnish, of the Bowling Green, Ky., Business University, is teaching in the Northwestern Business College, Chicago, Ill.
- E. G. Hewett, who had the commercial work in the Hall-Moody Institute, Martin. Tenn., last year, will have the commercial department of York College, York, Neb., next year.

Otis Stone, of the Bowling Green, Ky., Business University, has charge of the business department of the Wabash Business College, Terre Haute, Ind.

- J. M. Reaser, of Milton, Pa., will be located in New Orleans next year.
- Corliss Gifford, who taught at Salamanca, N. Y., last year, is the new teacher in the College of Commerce, Kenosha, Wis.
- C. H. Longenecker, of Columbus, Ohio, will be with the Mueller School of Business, Cincinnati, Ohio, next year.
- G. J. Wilson, of the Bowling Green, Ky., Business University, has accepted a position with G. W. Moothart, Farmington, Mo.

- W. F. Gray, Chicago, Ill., is now connected with the Lansing, Mich., Business University.
- . W. J. Rice, of the Northwestern Business College, Chicago, will have charge of the commercial department in the Enid, Okla., High School next year.
- Edgar McAlone, of the Rutherford, N. J., High School, will have the commercial department of the Rahway, N. J., High School next year.
- C. E. Baldwin, of the Hastings, Neb., Business College, is now doing some outside work for Hill's Business College, Sedalia, Mo. The coming year Mr. Hastings will have charge of the commercial and penmanship work in the Columbia, Mo., Business College.
- S. C. Bedinger, formerly of the Paris, Tex., Commercial College, has engaged with Hill's Business College, Sedalia, Mo., for the coming year. Mr. Bedinger will have charge of the commercial department.

The New Britain, Conn., Commercial College, has added to its teaching force, Henry C. Leffingwell, of Rochester, N. Y.

Leslie Warfel, of DuBois, Pa., has engaged to teach shorthand at the American Business College, Allentown, Pa.

- C. A. Waynant, who recently taught at the State Normal School, Mansfield, Pa., has accepted a position in the commercial department of the High School, Martinsburg, W. Va.
- A. L. Morrow, late with the Westerleigh Institute, Staten Island, will take charge of the commercial department of the High School, New Castle, Pa.

A new teacher at the Elliott Business College, Burlington, Iowa, is C. H. Shaw, of Ionia, Mich. Mr. Shaw has been taking a special Summer course at the University of Michigan, Ann Arbor.

D. L. Hunt, Wichita, Kans., the well-known penman, has closed a contract with the Nichols Expert School, St. Paul, Minn.

Bert Tharpe, late with Muncie, Ind., Business College, has accepted a responsible position with the MacCormac School, Chicago.

L. A. Fawks and Mrs. Pearl Crosswhite, both of Webb City, Mo., have engaged to teach at Brown's Business College, Kansas City, Mo.

Miss Eleanor Peterson, late head of the commercial department of the East Chicago, Ind., High School, has engaged to teach the coming year in the Morrison, Ill., High School.

Miss Elizabeth Stephenson, Quincy, Ill., is a new Gregg teacher at the Drake Business College, Orange, N. J.

The Estherville, Iowa, Business College, has engaged Miss Eva Bullard, of Milwankee, Wis., to take care of the shorthand and typewriting work.

The new supervisor of penmanship in the public schools of Shawnee, Okla., is Miss Dora M. Carter, of Greensburg, Ind.

The commercial work of the Dover, N. H., High School will be under the direction of Miss Vara H. Sawyer, a recent graduate of the Worcester, Mass., Business Institute, the coming year.

- G. B. Jones, of Fancher, N. Y., is the new supervisor of penmanship in the Norwood, Cincinnati, Ohio, public schools.
- The Detroit, Mich., Business University has engaged the services of J. L. Holtsclaw, of Johnstown, Pa.
- E. N. Gerrish, of the Jacob Tome Institute, Port Deposit, Md., is an assistant commercial teacher in the Newton, Mass., High School.

NEWS OF THE PROFESSION



N a recent letter received from R. N. Marrs, who during the past school year has been doing special work in the schools in Manchester, England, and surrounding towns, we learn that he has just closed one of his most successful sea-

sons and will devote the remainder of the summer and fall to travel. Mr. Marrs is much enthused over the prospects in England. He believes that there is plenty of room for American enthusiasm in the old country. Any one acquainted with Mr. Marrs knows that when he went over there he took his share of hustle with him. We trust that his success will continue.

J. B. Knudson is hard at work with Messrs. Heaney and Roseberry, proprietors of the Cambridge, Mass., Commercial College. This school, though young in years, enjoys the confidence of the business men over in the university city and is well patronized.

James D. Todd, the penman who has been connected with the Heffley School, Brooklyn, N. Y., during the past year, left on the 1st of August to spend his vacation at his old home in Salt Lake City. Mr. Todd has been in the East for about four years, and during that time has made a great many friends. He has been a frequent visitor at THE JOURNAL office, and our scrap book has been enriched by his contributions.

The many friends of Mr. Madarasz will be glad to know that he is now quite fully recovered from his very severe illness of three or four months ago. Those who know anything about pneumonia, will appreciate the fact that it will take some time for him to regain his full health and strength. In a recent letter to The Journal he states that he is getting along nicely. He and Mrs. Madarasz are living the simple life in a mining camp some distance out from Goldfield. The 1st of September will see him back among the mining people again ready for another year's hard work.

The well-known Salem, Mass., Commercial School has enjoyed the most successful year in its history, and the outlook for the coming year is very promising.

The Home Correspondence School, Springfield, Mass., recently purchased the engraved plates of Mr. Flickinger's one hundred lessons in writing and has brought out a new edition of this splendid compendium. This is a piece of news which should attract the attention of many penmen, and our advice to those who have not a copy of the compendium is to send for one at once. This correspondence school is one of the most substantial institutions of its kind. We have visited the school in Springfield, and have been impressed by its methods. In the catalogue and booklets are strong and truthful arguments. Of course, every one should attend a school, personally, if possible, but were this the only way to obtain an education, thousands would be deprived of this absolute necessity. With the correspondence schools there is no excuse whatever for ignorance of the common acadenic branches. It is a pleasure to commend such a school as the Home School is.

C. A. Faust, the hustling author and penman, writes us from Scranton, Pa., that he is putting in one of the busiest summers of his unusually active career. Mr. Faust has certainly done yeoman work for the cause of good writing in America, and we hope that the returns financially from his books are a commensurate reward for his zeal and enthusiasm in the work. Mr. Faust states that he has devoted most of his time to the Catholic schools and colleges. He has visited many of the mother houses, giving instruction to the Sisters. He is very much encouraged, and we wish to congratulate him upon his success.

Messrs. Condy & Pelton, proprietors of the Lynn branch of the Burdett College, Boston, have remodelled their reception room and office, making them among the finest to be found in New England.

Academy Notes, published by the Buffalo, N. Y., Fine Arts Academy, for July, contains a very interesting article under the heading of catalogues. The article goes on to state that G. H. Shattuck, the penman and author of Medina, N. Y., has recently presented to the Academy of Fine Arts a very extensive and interesting collection of catalogues of art exhibitions and sales mostly held in New York City during the past thirty years. The catalogues describe the different pictures that have been placed on sale by the various galleries. This gives us an opportunity to say that there is no one in the profession who exhibits a more hearty esprit de corps than does our friend Mr. Shattuck. He has his finger on the penmanship pulse, is a close student of affairs, an extensive reader, and, withal, has a fine discrimination in educational matters. His penmanship library, from a historical point of view, is one of the finest in America.

We have been informed indirectly that Mrs. E. C. A. Becker, of Worcester, Mass., contemplates incorporating the Becker Business College in September.

The graduating exercises of Sherman's Business School were held on Friday evening, July 26, in Willard Hall, Mt. Vernon, N. Y. A large class was graduated. F. W. Clark, president of the Common Council, was present and delivered a brief address to the graduates. Several local artists contributed to the musical part of the program. The editor of The Journal delivered the annual address. Mr. Sherman conducts a model school. He has one of the finest buildings in the city, and the school is exceptionally well lighted, with high ecilings and most modern equipment: The school is now in its fourteenth year of successful work, and Mr. Sherman is much encouraged over the prospects for the future.

J. J. Hagen, president of the American Business College, Minneapolis, Minn., writes that business is looking up in his section. The one portion of his letter which attracted our special attention is that which refers to the Get Together Policy, for which The Journal is fighting. Mr. Hagen states as follows: "During the last winter and spring the business college proprietors of this city had several meetings together, and discussed matters pertaining to business college work, etc. As a result of these meetings there is a better feeling among us, and a better understanding of the situation as regards business colleges, than has ever existed before. Rates have been raised and methods of advertising, etc., have been discussed, and undesirable advertising eliminated. The outlook for the coming school year is good." We shall certainly look for further reports from Minneapolis. The school men of St. Paul have held one or two meetings. All in all, matters look very harmonious for the school year of 1907-8 in our larger cities.

In addition to their forty-foot billboard sign in Somerville, Mass., Fisher Bros. have a life-sized stenographer busy at a Smith Premier placed above the sign at one end, and a bookkeeper at the other end. (These, of course, are made of wood). The only way one can get by this sign without taking a second look at it is to travel at night.

Not all school men have had sufficient practical experience as auditors and expert accountants to warrant their going into the business of preparing others for such a vocation. R. J. Bennett, principal of the Detroit, Mich., Business University, however, is one who is fully qualified for such work. He is a chartered accountant of Canada and a chartered public accountant of the United States. The C. P. A. degree

is looked upon with great favor by business school people everywhere. It is almost necessary to have the credentials of the state back of you in order to command the attention of large corporations. Several of the states have passed C. P. A. laws, and in others movements are on foot to that end. Wherever possible, teachers of the commercial branches should qualify themselves to pass this examination. It will not only give them a broader outlook upon their work, but it will give them a certain standing among the banks and large commercial houses of the state which they could not get any other way. These individuals or schools who offer advantages to others for preparation along this line, should receive encouragement.

The Utica, N. Y., Observer, July 30, gives a very nice write-up of the marriage of Miss Elizabeth Alma, daughter of Mr. and Mrs. T. J. Risinger. The bridegroom, Clarence F. Putnam, has been connected with a large importing house in New York City. The young couple will make their home in Utica. Miss Risinger was well known in artistic circles, being an accomplished soprano soloist. She is a member of several musical organizations and directs one of the largest choirs in the city.

The Rockland, Me., Commercial College has excellent quarters in a new building erected for it. Messrs. Howard and Brown enjoy a privilege unknown to most school men. Their territory is practically unmolested, and they can feel reasonably sure of a good volume of business each year without much hustling.

Rowe College of Business, Kalamazoo, Mich., W. W. Bennett, manager, is using its share of newspaper space calling attention of the people to the merits of that institution. Mr. Bennett is a pithy writer of advertising, and we predict that the citizens of Kalamazoo read his advertisements as readily as they do the news columns.

The Lowell, Mass., Commercial College graduated a large number of students this year and has them all well placed, which speaks volumes for Messrs. Spence and Kimball.

H. T. Loomis, president and manager of the Practical Text Book Company, Cleveland, Ohio, spent a few days' vacation at Chautauqua. This has been an unusually busy season with the Practical Text Book Company, and Mr. Loomis found it impossible to get away for an extended stay.

W. J. Sanders, principal of the commercial department of the Lynn, Mass., branch of Burdett College, spent the month of July in the New Hampshire mountains. Mr. Sanders is an able teacher, and like other good men, he does not dodge responsibility. We hope the change of environment was a good investment.

We are in receipt of a large photograph sent by the Wichita, Kans., Business College, showing an exhibition of pen work by D. L. Hunt, formerly penman of that school. The work comprises every branch known to the profession. Mr. Hunt is highly accomplished in all lines, and the exhibit is certainly a credit to him.

C. E. Comer, of Boston, Mass., is sending out a very attractive catalogue. The general design is conservative and strong, which honestly represents Comer's Commercial College.

Sidney H. Godfrey, the ten-year world's champion, recently won new honors by winning a contest in London. England, writing with a net speed of 197 words a minute. The contest was held under the auspices of the business show in London. There were thirteen contestants. The contest was along the plan of that held in Boston last March. At the same time there was a typewriting contest. The winner copied from print 2,514 words net, giving her an average of 87 3-5 words

per minute. This is within one word per minute of the record made by Miss Fritz in this country. It would be a nice thing if some of these English experts could be induced to enter the contest at Philadelphia next spring.

J. F. Caskey, principal of the commercial department of the Haverhill, Mass., High School, assisted in the work at the Winter Hill Business College, Somerville, Mass., during the summer session.

R. G. Laird, of the firm of Bentley & Laird, public accountants, New York City and Hartford, Conn., has recently been appointed by the Governor of the State of Connecticut a member of the commission to examine candidates for degrees as public accountants in that State. This is a distinct honor, and could not have come to a worthier man.

The editor of The Journal spent a few days during the last week in July in Valparaiso, Ind., and had the great pleasure of visiting the classes of that master penman and superior teacher, W. A. Hoffman, head of the penmanship department of Valparaiso University. Mr. Hoffman has for twenty years stood among the very finest penmen of this land. His blackboard skill has won the admiration of the greatest artists in our profession. His classes are unusually large, some of them numbering three hundred. Those who find that it keeps them busy to teach forty or fifty at one time, should bear this in mind. He has four blackboards and places the same copy on each. His instructions are as clear as crystal and his enthusiasm boundless. We visited four or five different classes, and the desire to become a member of the class was almost irresistible.

Valparaiso University is one of the wonders of the educational work in America. It has separate colleges of law, pharmacy, medicine, music, science and the arts. The enrollment during the past year was a little more than five thousand pupils. The school is presided over by H. B. Brown, president, and O. P. Kinsey, vice-president. These men have been in charge during the entire history of the school, now thirty-four years. They are revered and loved by thousands of former students and graduates. The work done in the various colleges is of distinctly university grade. The classical and scientific departments are attended by large numbers of pupils, and the graduates leave the school to occupy positions of honor and trust. The editor of THE Journal was a Valparaiso student years ago, and owes whatever success he has made in life to the inspiration and training he received while there. He counts it as an honor to be numbered among the alumni of the school, being a graduate of the scientific department and having conferred upon him the degree of Bachelor of Science.

Mr. and Mrs. A. Tjarnell, of Holyoke, Mass., are rejoicing over a little son, Frank Arthur Tjarnell, who arrived on July 18. The Journal extends best wishes and hearty congratulations to the happy parents.

NEW SCHOOLS AND CHANGES



B. MILLER, for several years connected with the Behnke-Walker Business College in the commercial department, and M. G. Cleaver, who has also been with the school for the same time as a shorthand teacher, will open the Miller-Cleaver

Business College at North Bend, Orc. The school will open about the middle of September. Messrs. Miller and Cleaver have every qualification for the highest success.

Business Systems, Limited, Toronto, Ont., who have been conducting a prosperous business in loose-leaf devices, systems, etc., for a number of years, have opened a new school at 46-52 Spadina avenue, Toronto, for the purpose of instruct-

ing young men and women in modern office systems. This school is doing some extensive and unique advertising.

R. R. Holcomb has sold the Indiana Business College, of Madison, Ind., to A. N. Symmes, of New York City, and will have charge of the commercial work in the Coshocton (Ohio) High School next year.

G. T. Wiswell, for the past two years principal of the Interstate School of Commerce, of Cedar Rapids, Ia., has resigned his position to open the Bradford (Pa.) Business College. His partner in this enterprise is Orton E. Beacly, who has had charge of the shorthand department of the Lawrence (Mass.) Commercial School the past three years. These two men are specially adapted for the work they are undertaking and we bespeak for them a large measure of success.

W. E. Anderson, president of the Trinidad (Col.) Business College, is opening a new school at La Junta, Col.

E. E. Gardner, of Lansing, Mich., will have charge of the Chartier shorthand department of the American Rusiness College, Allentown, Pa., having sold his Lansing, (Mich.) school.

R. A. Stevens, for two years at the head of the commercial department of the Dedham (Mass.) High School, has joined his former superintendent, James W. Brehaut, of North Attleboro, Mass., in the purchase of the B. & S. Business College, Manchester, N. H. The former proprietor, William Heron, will remain with the school for the present.

G. L. Hoffacker, late of the Massachusetts College of Commerce, Boston, has purchased the interest of W. N. Currier in the Bellingham (Wash.) Business Institute. Mr. Hoffacker, together with G. C. Savage, formerly of the Salem (Mass.) Commercial School, will conduct the promising school in the future.

W. E. Garvey, formerly with the Bliss Business College, Columbus, Ohio, has purchased an interest in the Bagwell Business College, Atlanta, Ga.

The long-established Spencerian Business College at Washington, D. C., which was purchased two or three years ago by L. P. W. Stiehl, has been sold to J. F. Draughon, of Nashville, Tenn. Mr. Stiehl retires from business college work temporarily on account of ill health.

A SUMMER VISIT O'ER THE SEAS



R. and Mrs. John R. Gregg, of Chicago, Ill., returned from their three months' trip abroad on August 10. They sailed from Boston early in May, and had a most enjoyable trip throughout. They sailed by the way of Italy and vis-

ited that country, Switzerland, France, Holland, Belgium, England and Scotland. Mr. Gregg paid a pleasant visit to The Journal office on his return, and from him we had quite an extensive account of their journey.

No country impressed them so favorably as did Italy. They visited all the larger cities and learned a great deal about them. It is a fact not generally known that the cities of Italy are very different in many characteristics. Florence is the rich and classical city, noted for its galleries and historic palaces. Naples is the city of commerce. Here may be found museums containing many of the relies of the ruins of Pompeii. Rome, the monumental city, with St. Peter's and the Vatican, always arouses the admiration of the tourist-student. Venice is a city by itself. It has apparently no connection with any other city. Its beauties and charms have been told for ages. Milan is the cosmopolitan city. Here may be found people of all countries—Americans, English, French and others. By many what is considered the most beautiful cathedral of the world is located here, and our

visitors spent a great deal of time in studying its many attractive features. There is also located in Milan one of the largest libraries in the world. Among other cities no less noted is Genoa, the city of palaces, sometimes called the marble city. In the gallery at Florence is perhaps the most famous painting in the world, the Madonna della Seggiola di Raffaello.

Nothing in northern or western Europe can compare with Italy in art and sculpture. The finest works in England came originally from Italy, and the most famous paintings in the galleries of Paris are those brought by Napoleon from his various expeditions.

Mr. Gregg stated that the most common peasants of Italy adore these works of art in a way that can scarcely be understood by people from other countries. In every gallery crowds of them may be found reverentially studying every line and shadow. They are also very fond of music and spend much of their time listening to it.

Having toured Italy and minutely studied the people and institutions, Mr. and Mrs. Gregg journeyed through Switzerland. They stopped at Geneva and visited many places of attraction in the little mountain republic.

Paris, the admiration of so many tourists, did not appeal strongly to them, partly, no doubt, for the reason that they found so much to admire in Italy. Their impression of the capital of France was that the people are leading more or less a superficial life. Of course, much of this, no doubt, is assumed. There is no question that Paris caters to the tourist, and that the authorities endeavor to make it a sort of Coney Island for all nations.

Holland and Belgium impress one with their stability and simplicity. Contrary to the general American belief, King Leopold is very popular among his subjects. He is extremely wealthy, and in the old countries that is sufficient to make one welcome any place. They visited the Hague, but were unable to attend any of the sessions of the Peace Conference. Queen Wilhelmina and the Prince Consort are beloved by all their subjects.

Crossing to Great Britain, Mr. and Mrs. Gregg spent considerable time in London, Edinburgh and Glasgow. They have relatives living in each of these cities.

Mr. Gregg, like all Americans who visit Europe, upon his return finds himself a thousand fold more patriotic American than ever before. While Italy has its art and sunny skies, Switzerland its mountain scenery and beautiful lakes, France its gayety, Belgium and Holland their content, England and Scotland their conservative and narrow-margined business methods, America after all has much of all these, and besides unlimited opportunities for every man, no matter in what stratum of society he may be born, to rise to the very highest. Those who are dissatisfied with American conditions should spend a few months abroad.

The shorthand work of the Blair Business College, Spokane, Wash., will be in charge of C. S. Springer, for several years with Heald's Business College, Fresno, Cal.

W. E. Bartholomew, of the Fifth Avenue High School, Pittsburg, Pa., succeeds F. G. Nichols as head of the commercial work in the Rochester, N. Y., High Schools. Mr. Nichols takes a very responsible and remunerative position as immediate head of the important new department of the Rochester, N. Y., Business Institute for the special training of commercial teachers.

Two new teachers in the Rutland, Vt., High School commercial department are F. E. Mitchell, of the Lawrence, Mass., Commercial School, and Miss Bertha Mann, of Lebanon, N. H.

Annual Roll Call of the JOURNAL'S Old Guard of Honor

TO THE FRIENDS OF BUSINESS EDUCATION:—Here are the names of the Generals, Colonels and Captains of Professional Industry who each year marshal together the great penmanship army of JOURNAL read-

tains of Professional industry who each year marshal together the great penmanship army of JOURNAL readers.

Would you realize what a force this is? Listen as we call the names: Hoffman! "Here, three hundred and twenty-four strong." Latham, Behrensmeyer and Prather! "Here, three hundred strong." Collins! "Here, two hundred and seventy-three strong." Horton! "Here, two hundred and twenty strong." Eldon! "Here, two hundred and six strong." Spencerian! "Here, one hundred and eighty-three strong." Watkins! "Here, one hundred and seventy-eight strong." And so on down through the list of FOUR HUNDRED NAMES.

We hope to have every member of "The Old Gaard" present with us one year hence, and in addition trust to have the pleasure of enralling many new names. AND NOW FOR THE COMING YEAR!

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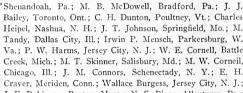


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J. F. Robinson.



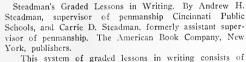
cloth and gilt letters. 240 pages. This new book of Graham Phonography will be most heartily welcomed by teachers and students of standard phonography throughout the country. It is a condensation of the old "Handbook," with an immense amount of new material, which places it abreast of present-day thought in teaching. The plates are all new and handsomely engraved; the writing exercises are not keys to the reading exercises, but new material, thus affording an opportunity for the development of the initiative and constructive faculties, as well as the imitative-so essential to stenographic success. Words are written in the first lesson, sentences in the eighth, with a supplementary list of word signs and contractions at the end of the book. It should prove an invaluable and much-



T. P. McMenamin

Wellcome's Phonographic Exposure Record and Diary. A handy little volume for the camera man. Burroughs Wellcome & Co., publishers, New York office, 45 Lafayette street. Gives general information about development, developers, restrainers, preservatives, fixing, hardening, eliminating hypo, sensitizing carbon tissue, reducing density, etc., besides diary pages, light tables, etc. An indispensable adjunct to the camera outfit.

needed addition to the long list of Graham literature, and will be heartily received by teachers and reporters.





Earl Kelty.



Irwin P. Mensch.

eight pads, size 7x9, 80 pages in each, fastened at the top and side; photo-engraved penmanship, beautifully written; copies, modern style of script; cuts so arranged that the printing is done on blue lines; excellent quality writing paper. Each pad contains cuts, showing the proper position of the pen, hand and arm. Each small letter and capital letter is preceded by the proper movement drill, and the subject matter has been chosen with great care, giving a large and choice vocabulary. Each pad is complete in itself, and the idea is to form a consecutive course through the grades. No one is better qualified to prepare such a work than are the authors, both from the standpoint of education and experience.



E. S. Watson.



D. McIntosh.



Frank Hook.



G. H. Walks,



M. W. Corneil.



M. Tandy.



Theo. Anderson.



S. M. Smith,



J. T. Stockton.



J. H. Kizer.



C. C. Craft.



Chas. White.



C. P. Crawford,



J. W. Westervelt.



Barney McDaniel.



W. P. Canfield.

THE GET TOGETHER POLICY



E wish it were possible for the school owners of this country to visit The Journal office and read the letters which come to our desk concerning the wisdom of what we have termed "The Get Together Policy," letters from the

most conservative managers of this country, letters that under no circumstances would we be permitted to print, all laden with the thought that problems of management for 1907 are far different from what they were in 1807 or 1887. Three distinct changes are constantly taking place. First, the constant increase of rent, of salaries and other expenses. Second, the multiplication of schools; new ones are constantly being established. Third, the marked tendency on the part of the officials of the public schools to map out their work so that as far as possible it will be an exact duplicate of the courses given in the private school. Now, when such momentous questions as these confront a business man it is no time for him to stand alone. Would the banker, the wholesale dry goods merchant, or even the retail grocer? Indeed not.

The school men of Baltimore, Brooklyn, Philadelphia, New York, Cleveland, Denver, Minneapolis and St. Paul have all held meetings to foster the spirit of harmony. Other cities will surely get in line, because the school men are awakening to the importance of the situation.

THE INDIANAPOLIS SITUATION



HIS city needs a remedy, and we are trying to apply one. We passed a resolution at a meeting of our principals and managers a few weeks ago not to, under any circumstances, try to break a contract when we learn of some one who

has contracted to attend some other school, and not to place any more confidence in the statements of a prospect than we do in statements of our competitors. They are both competitors until the prospect has determined upon one school or the other, as the prospect will always endeavor to get the school to cut the tuition rate if possible.

We have eliminated everything that bears the features of a life scholarship. We issue no graduating or life scholarships, but require the student to pay for the actual time he is in attendance. We have established a rate of tuition which is still under the rate of most first-class schools. Our tuition is \$50.00 cash for six months: \$90.00 cash for one year. We do not under any circumstances cut these rates and lose the student before we do. While our competitor may not fully understand this, he will realize it in time that we stand by our established rates.

We try to treat our competitor the same as we would any other business man who is honest and is trying to conduct a straight, legitimate business. When we meet him we like to be able to take him by the hand and ask: "How is business?" If he says it is good, we congratulate him. We realize that there should be more fraternalism in schools in Indianapolis. We are trying to bring this about, but on account of being exceptionally busy within the last year we have not been able to give this as much attention as we would like, but feel that everlasting persistency is the price of success, and if we are able to set a good example it ought to have a beneficial effect.

We do not allow our opinions to be formed by what we hear and are not looking for any compliments from our competitor. If we hear of any mean things purporting to have come from him, we endeavor to forgive him and forget it and go on attending to our own affairs.

CHARLES C. CRING.

BUSINESS ETHICS AMONG BUSINESS SCHOOLS



HY should commercial schools get together and work together in harmony? Because it is the only sensible and businesslike thing to do.

They profess to teach business, yet in many cities they are unable—through ignorance, or un-

willing, through viciousness—to put into every day practice many of the fundamental principles of business.

Cut-throat competiton by cutting rates, by advocating short time, by belittling and vilifying competitors does in-calculable injury, not only to those who engage in it, but to the reputable commercial schools in the same community as well. It lowers the standard of the work and causes it to be looked upon by the people of the community, the prospective patrons, with contempt. It lowers the standing of those who are engaged in the work by taking them from an elevated profession and a nigh-toned business and putting them down in the gutter to throw mud at each other.

Rate-cutting means a reduced income, and a reduced income means reduced profits, cheap teachers, inferior equipment and a cheap course generally. The short-time advocates do themselves a great injury, for if they sell but six months' tuition, where they might have sold twelve months, they lose the difference. But the injury to themselves is small as compared with the injury to the pupil. The so-called short, easy course must necessarily turn the pupil out only half prepared for the work that is before him, and he cannot but meet with disappointment and discouragement in his efforts to secure and hold a business position. And this all works to the injury of the whole profession.

Any way you look at it nothing but harm comes from cut-throat competition. Nobody is benefitted financially, but all are injured. Reputations for honesty and fair dealing are shattered; social, business and professional standing in the community is sacrificed; professional pride and self-respect are forgotten virtues. And all for what? For the glorious and edifying privilege of throwing mud at a competitor! Sensible, isn't it? And we call ourselves business men and teachers of business! We do all these things, and then we have the unmitigated gall to ask fathers and mothers to give us their boys and girls to train for business.

School men, let us get together; let us act with sanity and sense. Let us increase the volume of business and increase our revenues by charging a fair compensation for the services we give. Let us advocate publicly what we know to be an ample length of time to properly qualify young people for business. Let us improve our courses of study and let the merit of our work be the only inducement urged to attract young people to us. Let us get together and work in harmony. It will reduce the cost of getting business; it will elevate the profession by adding tone and dighity; it will reduce the ill feeling and friction that cut-throat competition engenders, and it will increase our own self-respect by making us more worthy the respect of others.

We have everything to gain and nothing to lose by treating the "other fellow" with due consideration and decency, even though he may have so deported himself in the past that we feel that he is below our class. Treat him right and you may elevate him, and thereby elevate the profession; you will certainly elevate yourself.

I am glad to see the stand that The Journal is taking in this matter. There is certainly no way in which it could possibly better serve the profession. The Business Managers' Association was organized mainly for this purpose and has accomplished much good, yet the ground has only been broken. Every man in the profession should take an active interest in this work. It will do more to add to the standing and permanency of our schools than anything else.

Enos Spencer,

President Private Com. School Mgrs' Association.

RAPID CALCULATIONS

W. E. DOUGLAS

TEACHING PERCENTAGE



TUDENTS who are well prepared in fractions and decimals have little difficulty in mastering percentage. It is, in fact, an application of decimals. The terms, are few and the principals easy to apply.

As a preface to actual drill work it is my custom thoroughly to define the terms base, rate fer cent, fercentage, etc., to the class, and make clear their relationship. He is indeed a careless and disinterested student who does not see the necessary distinction between the phrases "by hundreds" and "by hundredths." Nevertheless, this must be anticipated to guard against a superficial knowledge of the subject, for percentage is generally understood to be the process of calculating by hundredths. This naturally suggests, then, that any number, whether abstract or concrete, may be divided into one hundred equal parts. In percentage the number so divided is called the base.

I tell my class that successful solutions of percentage problems depend very largely upon a quick recognition of this base, whether it be expressed or implied. The following rule, framed by that very successful teacher of business arithmetic, Professor Wills, of Sadler's Business College, Baltimore, Md., is an excellent one for teachers as well as students to follow:

"The base, like its equivalent in common fractions, when not self-evident, may be identified by reference to the rate per cent which will then be followed by of, more than or less than, introducing the base."

We now indulge in a few minutes' practice in "base hunting," and the applications of the foregoing rule are clearly brought out.

To illustrate:

Select the base in the following problems according to the rule just given:

- Q. \$270. is what per cent of \$180?
- A. \$180 's the base, as it follows the words "per cent of."
- Q. \$500. is what per cent more than \$400?
- A. \$400. is the base, as it follows the words "per cent more than."
 - Q. \$.75 is what per cent less than \$1.25?
- A. \$1.25 is the base, as it follows the words "per cent less than."

Such drills, liberally seasoned with the "why" of it, assist greatly in eradicating sluggishness in reasoning as well as keeping up interest in the subject.

Turning to the rate per cent the class is shown that it always indicates the number of hundredths of the base to be taken, and that it is really a decimal fraction in a different form. Right here it seems to me highly important that board illustrations be used to show every member of the class how closely related a family fractions, decimals and percentage really are. This is done by taking various rates per cent and reducing them, first, to decimals and then to fractions in their lowest terms. as:

| Percentage Form. | Decimal Form. | Fractional Form. |
|------------------|---------------|------------------|
| 1 per cent. | .01 | 1-100 |
| 1½ per cent. | .015 | 3-200 |
| 2 per cent. | .02 | 2-100 = 1-50 |

| 2, 2 per cent. | .025 | 25-1000 = 1-40 |
|------------------|------|-----------------|
| 3 per cent. | .03 | 3-100 |
| 3½ per cent. | .035 | 35-1000 = 7-200 |
| 4 per cent. | .0.4 | 4-100 = 1-25 |
| 412 per cent. | .045 | 45-1000 = 9-200 |
| 5 per cent. | .05 | 5-100 = 1-20 |
| etc., etc., etc. | | |

When sure that the students have the idea they are required to take their tablets and, in the same manner, reduce the rates per cent that I dictate. Not exceeding ten rates are given and a time limit set for their completion. The papers are then collected and aid me considerably in grouping members of the class who need special reviews in fractions and decimals.

Having now considered two of the terms of percentage, the question naturally arises, "What are we to do with them?" Here is an opportunity, then, to show that elementary percentage is very similar to multiplication, for we have the base, which corresponds to the multiplicand; the rate percent, which corresponds to the multiplier, and by multiplying the base by the rate per cent, expressed as a decimal, the result, when pointed off, is called the percentage instead of the product.

A problem in which the base and rate are easily determined is now placed on the board with the solution below it. Referring to this illustration for proof, I show the class that a percentage is always the result of multiplying a base by a rate per cent. It is, therefore, a composite term, having as its factors a base and a rate per cent. From this the students apparently have little difficulty in seeing that if any two of the three terms are given, the third may readily be obtained by multiplying or dividing. The following principles, then, are nearly self-evident:

- (A). Base X Rate = Percentage.
- (B). Percentage ÷ Rate = Base.
- (C). Percentage + Base = Rate.

As will be seen from the foregoing, the first lesson really consists of an earnest, explanatory talk, in which I endeavor to dispel any preconceived idea that percentage is a difficult subject and yet leave in the minds of the students considerable food for thought.

C. S. Preston, of Aurora, Ill., goes to the Oshkosh, Wis., High School as head of the commercial work.

The new head of the commercial department of the Spencerian Business College, Newburgh, N. Y., is R. E. Arksey, of Chillicothe, Mo.

W. P. Henning, formerly with the Philadelphia, Pa., Business College, has engaged with the Palmer School, of Philadelphia.

Elsie R. Metcalf, a graduate of Simmons College, Boston, will teach commercial subjects in the Littleton, N. H., High School next term.

James E. Huchingson, who has had charge of the short-hand department of the Central Business College, Denver, Col., for the past two years, has been elected to the West Denver, Col., High School, where he will have charge of the commercial department. Mr. Huchingson is also Commandant of Cadets for the Denver High Schools.

HOW THEY BECAME PENMEN

By E. K. Isaacs, President Woodbury Business College, Los Angeles, Cal.



OW did I get into it? Just the same as every-body gets into everything—I grew into it! It was simply a matter of trend and tendency developing into a liking, love, passion. This led to skill, proficiency; these in turn brought me

publicity; publicity brought success; success coaxed the dollars and cents; but maturer years emphasized more the im-

portance of dollars and sense.

By the last clause I do not mean to insinuate that there is no sense in penmanship. But the blind-love stage of every fervent youth must sooner or later give place to sane and serious selection. The "boundless" stag bounding over a beautiful bay bounded by the extremities of said stag is poor comfort to wife and children in their "hour of need"—and needs.

It is all right to love art for art's sake. It is all wrong to persist in the pursuit of penmanship or anything else when such pursuit perverts a person's larger possibilities and prevents him from attaining position and promotion and greater prestige and power along other higher and more responsible and lucrative lines.

It seems somewhat strange to be referred to now as a "penman," inasmuch as I am not engaged actively either in teaching the subject or as a pen artist. I can do both, however. I never felt stronger or better qualified as a teacher than now; and as to execution, I do not see that I have retrograded any—which may not be saying much.

Just for fun, I will send you a few strokes to publish with this article. It must be twenty years or more since I "retired" from the penman's papers, and to see a specimen —my very own—again now will undoubtedly bring back some of that "tickled" feeling that was such a sweet morsel to me during a portion of the first half century of my life.

E. S. Colton, Jr., for a number of years principal of the commercial department of the Lowell, Mass., High School, is now principal of the Brookline, Mass., High School at an excellent salary. His former assistant, Mr. Atkins, takes charge of a new commercial department in the Rindge Manual Training School, Cambridge, Mass. E. M. Hunt, of the Hope Street High School, Providence, formerly with the Lowell High School, has been recalled to take Mr. Colton's former position as head of the department, and he will be assisted by H. G. Fisher, late with the Central Falls, R. I., High School, and Miss Lillian Edgerly, of Gardiner, Mass.

Manistre Journal

Manistre Stanson

Asserts

My experience has been that of hundreds of others, namely: The youth-stage of fervent love for the art of penmanship; the supreme satisfaction of seeing my name and specimens in the penman's journals; success as a teacher of penmanship and as an all-round "pen artist;" then, with maturer years, a recognition of the limitations of penmanship, not only as an art, but as a profession; such recognition leading to the search and to the realization of other and broader powers and possibilities within me; and—thus, in a sense, I have outgrown penmanship—at least my earlier first-love conception of it.

From the above it should not be inferred that I undervalue permanship at the present time. On the other hand, I have perhaps a keener and stronger appreciation of its inherent and practical value than ever before. But my view in print, or focusing, is different. In the earlier stages the penman is inclined to focus all his rays on the one subject; later he must focus some of his "rays" and "race" "raise" along other "lines."

P. Hammel, of the Bay City, Mich., Business College, will be with the Modern Commercial School, Brockton, Mass.

Ira Richardson, formerly head of the commercial work at the Ashbourne, Pa., High School, has engaged with Burdett College, Lynn, Mass. He will be followed in Ashbourne by J. L. Street, who was with the Schissler College of Business, Norristown, Pa., for the past year.

The commercial department of the Central Business College, Denver, Colo., will be in charge of J. A. Covalt.

Miss Mary Cutter, a Leland Stanford, Jr., graduate, will have charge of the shorthand department of the Melrose, Mass., High School, the coming year.

Miss Mary Garton, of Baldwin, Kans., is now with the Joplin, Mo., Business College.

H. C. Ritter, a graduate of the Gem City Business College, Quincy, Ill., will be assistant commercial teacher in the University of North Dakota.

The new commercial teacher at the Troy Conference Academy, Poultney, Vt., is Arthur W. Ross, of Boston.



E. BARBOUR, with the Merrill Business College, Stamford, Conn., does not say that he was born on a farm, but states that the only school in his vicinity was six miles from home, so we are prone to infer that he was. After

he had finished the work in his home school, he taught for a while, but tells us that the "salary did not attract," and that he went to the lumber woods, where he worked for two years. We infer again, viz., that the salary was satis-



factory. Then he clerked a year and a half in a dry goods store. Wonder if the salary kept getting better all the time? We next find him at the Ferris Institute, Big Rapids, Mich., graduating from the bookkeeping, shorthand and Civil Service Departments, after which he acted as accountant for two or three large firms in the West. For the past three years he has been doing most ac-

ceptable work at the Merrill Business College as principal of the commercial department. Mr. Barbour is a frequent and welcome visitor at THE JOURNAL office. He is a gentleman in every sense that the word implies.

"I have a pleasant home here, and with my wife and daughter am contented and happy." In a brief letter regarding his work, A. C. Sloan, of the Davis Business College and Shorthand School, Toledo, Ohio, closes with these words. They reveal more of the character and spirit of the man than all that goes before, and we are always rejoiced to find a man who is "contented and happy" and who knows it. May it increase year by year, Mr. Sloan!

It is always superfluous to say of these fellows who have made their way in the world that they were born on a farm for it seems they all were—but to be born in a log cabin is



quite a distinction, even on May 6, 1869, Mr. Sloan's birthday. He is also careful to state that he was sent to the district school. That word "sent" is well put. After the usual work in the public and normal schools, Mr. Sloan learned bookkeeping and penmanship of W. P. Richardson, now dean of the Brooklyn Law School, and the following year after completing this work, succeeded Mr.

Richardson in the school where he was a pupil. He has been busy with commercial work for eighteen years, five of which have been in the school where he now is. Mr. Sloan is an active Christian worker, an all-round successful teacher and a man whom it is good to know.

H. B. Cole, the veteran commercial teacher, will put life and efficiency into the commercial work of the Quincy, Mass., High School the coming school year.

Earl T. Whitson, graduate of the Lincoln, Neb., Business College, will have charge of the commercial work of the Central Nebraska College, Central City, Neb.

Miss Marion V. Ney, formerly of Williams' Business College, Milwaukee, Wis., goes to the Iron Mountain, Mich., High School. Another farmer boy, Isam Blackburn, was born in Pike County, Kentucky, August 31, 1882. He worked on the farm in Summer and attended school in Winter—how familiar that sounds—until he was fifteen years old, when he prepared for teaching. After teaching for two years, he went to the West Virginia State Normal at Huntington, where he completed a business course. Of his work in penmanship, Mr. Blackburn says that at this time there appeared a sentence



in The Penman's Art Journal that has always been an inspiration to him, "Grace is an art that charms the eye and makes penmanship easy." After spending five years as teacher, bookkeeper and student, he completed the commercial course at the National Business College. Roanoke, Va., and was immediately employed in the Graham Business College, Graham, Va., resigning there last

year to accept the principalship of Holston Business College, Mosheim, Tenn. Mr. Blackburn is a young man of good habits, who loves his work, and is bound to be successful.

Ranking high among the popular and most successful educators of this country, stands F. W. Williss, founder and proprietor of Williss Business University, at Springfield, Ohio. A practical reporter and bookkeeper for many years, a most successful attorney-at-law, and a scholar of high order, he has brought to his work of teaching a natural adaptability as an instructor, a rare combination among our heads of business colleges, and one which has enabled him to attain an almost



unparalleled auccess in fitting young people for successful lives. Mr. Williss gives his personal attention and supervision to the entire school, and has by such personal endeavor and careful watchfulness of the requirements of each individual pupil, established for himself a confidence both in his students and the business community.

Mr. Williss was stenographer to Judge Wm. White, Chief Justice of the Supreme Court of Ohio, and private reporter to Hon. J. Warren Keifer, ex-Speaker of the Lower House of Congress and present member of Congress from Ohio. In addition to his attainments as a reporter, Mr. Williss is a lawyer of ability, receiving the highest average in the State examination. The Nashville College of Law conferred the degree of LL. D. upon him.

In speaking of Mr. Williss, a prominent citizen of his town, who has known him from boyhood, said: "F. W. Williss is a sharp, keen, shrewd, business man, a well-read lawyer, an expert stenographer, and an honorable and self-made man."

R. H. Fisher, for several years with the Newburyport, Mass., High School, has engaged with one of the Boston high schools.

W. E. Ingersoll, a Gregg teacher, has retired from the teaching field to take up editorial work on the Northwest Magazine, Spokane, Wash.

Mrs. S. A. Godfrey, of the Steubenville, Ohio, High School, goes to the Fargo, N. D., High School as head of the commercial work.



STOCK RECORDS



"GOING" or "perpetual" inventory is one of the most essential features of a cost-system which provides for monthly showings. In order to ascertain the gross profit from sales it is necessary to know the cost of commodities sold.

This can be accomplished either by making a physical inventory of all commodities on hand at a time, or by conducting a perpetual inventory of each commodity. The advantages of a perpetual inventory are as follows:

- I. It enables one to ascertain at any time the quantity and cost of any given commodity on hand. Such information is of great value to a purchasing agent, for stock clerk, since it is important that certain stock shall not be allowed to run too low nor too high. Without such a record much valuable stock may be stored in an out-of-the-way place and lost sight of. Other stock would be bought, and by the time the older lot is discovered it may be damaged by reason of deterioration.
- 2. It is seldom that physical inventory is taken correctly. The clerks may duplicate lots, omit lots, make incorrect counts, etc. The errors would go unnoticed where no book inventory is kept, but where one is kept any material difference between the book figures and the physical inventory figures may be investigated and reconciled.
- 3. Many concerns carry stock which is very valuable. A small quantity of such stock may be stolen each day by a dishonest employee and not be missed, yet the aggregate value of such losses, spread over a year, would be considerable. A book inventory would locate shortages caused by stealings, provided the stock clerk reports the quantity of a given commodity on hand when it has run low and just before ordering a new lot.

A cash book is kept to show the receipts and disbursements, and the balance at any time should agree with the cash in bank and on hand. A business man would not dispense with a cash book and rely on a count of cash every six months to find out whether his money was being handled honestly. The cash book, besides being a journal of original entry, is a perpetual inventory of cash on hand. Raw materials and finished products are conversions of cash or other equally valuable assets, and deserve to be watched quite as carefully.

A cost system, if properly conducted, enables one to ascertain the cost of each article produced. Costs may fluctuate

from month to month without any perceptible reason. A cost system reflects those reasons. A manufacturer may produce several articles and not know whether some are produced at a loss. A cost system would show him which were the most profitable to push on the market, and thus he could devote his efforts to producing and marketing the profitable articles and dispense with the unprofitable ones, or devise means of decreasing their costs. Monthly showings are desirable if not absolutely essential to a well managed establishment. Since a perpetual inventory is an indispensable adjunct to a monthly-showing cost-system its importance can be appreciated.

The records for a going inventory are the stock clerk's daily record of materials and supplies used and a stock ledger, 'An account should be kept in the stock ledger with each kind or class of raw materials, supplies and finished products. The rulings are illustrated by cut, which is a reproduction of a stock ledger sheet 14"x16". The columns to the left of the first fancy triple line provide for a complete record of goods received or manufactured, as the case may be. The two columns between the fancy lines are for the purpose of showing the quantity and cost of each commodity on hand at close of each month. The columns to the right of the "balance" columns provide a record of goods used or disposed of. The name of the commodities should be written on the top line of each page to be utilized, just as an account is opened in a general ledger. The unit should also be noted on the top of the page, i. e., whether the unit of measure is feet, pounds, bags, tons, pieces, ctc.

All purchases of raw materials and supplies (such as coal, coke, oils, small tools and implements, repair parts, etc), should be entered in the stock ledger after the goods are received, reported on by the receiving clerk, and the invoice O. K'd. The freight inward should be added to the cost of purchases before arriving at the price per unit, which should be carried to at least four places.

All commodities produced should be reported to the accounting department. A record of daily productions should be kept on specially ruled sheets apart from the stock ledger and the total weekly or monthly productions of each commodity should be transferred to the stock ledger. The price-per-unit cannot, of course, be ascertained until the monthly costs are computed, at which time they should be recorded in the stock ledger.

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BUSINESS EDUCATORS' ASSOCIATION OF CALIFORNIA



HE third annual convention of the Business Educators' Association of California opened its sessions Monday morning, July 8, at Woodbury Business College, 809 South Hill street, Los Angeles, Cal., with over fifty members present,

the largest opening in the history of the association.

The meeting was called to order by the president, Mrs. F. Brownsberger, of the Brownsberger Home School, Los Angeles, who introduced Mr., W. C. Patterson, vice-president of the First National Bank of Los Angeles, who in a most felicitous manner extended a cordial welcome to the business educators. This address of welcome was responded to by Past President J. S. Sweet, of Santa Rosa. He paid an eloquent tribute to the energy and resourcefulness of the California commercial teachers and the Southern California business men, speaking enthusiastically of the wonders which they had accomplished in developing the resources of their section of the State.

Mrs. Brownsberger conceded to the time-honored privilege of making the president's address and introduced as one of the most earnest workers in business education Dr. Harry Marc Rowe, of Baltimore.

Dr. Rowe's every word was listened to with keenest attention. He pointed out the difficulties that confront business colleges, and offered practical suggestions for their solution.

The morning session closed with the enrollment of many new members.

The afternoon work of the association was taken up at the Los Angeles Business College, where new speakers were introduced. Prominent among those was Carl C. Marshall, who was introduced by the president as "the son of the universe, whose educational influence is felt from ocean to ocean."

A logical and forceful paper was read by E. K. Isaacs, of the Woodbury Business College, followed by an able address from W. J. Kennard, of the Los Angeles Business College.

H. E. Cox, treasurer of the association, from San Jose, presented a paper of great merit.

W. A. Gibson, president of the Oakland Polytechnic Institute, injected into the discussion which followed the reading of the papers some pertinent and helpful remarks.

Perhaps the most interesting feature of the afternoon was the practical exposition from Dr. Rowe, given at the request of Dr. Heald, president of the Heald's Southern California Business College, of the workings and purpose of the American Commercial School's Institution.

In the speeches of all the speakers from out of the State who are acquainted with national conditions among business colleges, there was genuine and sincere reference to the universally good work being accomplished by the California commercial teachers, and the lofty spirit in which the work was carried out and the high standard invariably aimed at. 1.4 the opinion of these men, California business college teachers stand equal, if not superior, to any in the United

States. The keynote struck by Dr. Rowe and responded to by all the other speakers, was co-operation.

At the Woodbury College, in the evening, a reception was tendered the California Commercial and Shorthand Teachers' Association.

The business session of Wednesday afternoon resulted in the election of the following officers for the ensuing year:

President, H. E. Cox, Pacific Coast Business College, San Jose, Cal.; first vice-president, W. E. Gibson, Polytechnic Business College, Oakland, Cal.; second vice-president, Miss Sophie Andrews, Brownsberger Home School, Los Angeles; treasurer and financial secretary, C. Weston Clark, Los Angeles Business College, Los Angeles; recording secretary, Miss Annie Belle Glenn, Sweet's Business College, Santa Rosa, Cal.

The last afternoon session was preceded by a very appropriate luncheon at the Brownsberger Home School, The faculty of this institution were the hosts at this lovely impromptu meal, and the occasion did much to unite more firmly the ties of friendship which binds our mutual interests.

While the general and special sessions of the association seemed to be most satisfying to all, the climax was reached on Wednesday evening at a delightful banquet at the Hotel Angelus. Past President J. S. Sweet presided, and the following toasts were responded to in a manner that sparkled with wit, humor and good sound deterine:

"Sowing and Reaping." Dr. E. R. Shrader, Los Angeles Business College; "Our President," H. E. Cox, Pacific Coast Business College; "Lest We Forget," E. P. Heald, Healds' Colleges; "Dreaming vs. Hustling," Irving Hague, Brownsberger Home School; "Sawing Wood," J. W. Lackey, Southern California Business College; "Coral Builders," M. E. Austin, Woodbury Business College; "Dollars and Sense," W. E. Gibson, Polytechnic Business College; "Fake, Fate and Faith," Carl C. Marshall, Cedar Rapids, Iowa; "Purse and Power," L. A. Jordan, Metropolitan Business College; "Mechanical Workers and Live Wires," C. Weston Clark, L. A. Business College.

Besides the above, Dr. Harry Marc Rowe, Miss Mary C. Askew, of Woodbury Business College, and Prof. H. L. Gunn, of Napa Business College, were called upon and responded with appropriate sentiments full of wit and wisdom.

It was long after midnight when all joined in singing "America," and with a kindlier fraternal feeling than ever before experienced we parted fully resolved to assist in raising our work to its highst plane for the good of humanity.

The success of this convention will cause all to look forward to its next annual session with a deeper interest than ever before.

The shorthand department of Benton's Business School, New Bedford, Mass., is now in charge of Miss Ethel R. Moulton, of Boston.

Guy D. Miller, formerly at Piqua, Ohio, goes to the Bradford, Pa., High School.

THE LOS ANGELES MEETING

DEPARTMENT OF BUSINESS EDUCATION.



HE annual meeting of the Department of Business Education of the N. E. A. was held the second week in July at Los Angeles, Cal. Dr. H. M. Rowe, Baltimore, Md., was president of the section. The meeting was one of the most

profitable ever held. One of the prime factors of the success was the fact that the California Commercial Teachers' Association held its meeting at the same time, and on Tuesday and Wednesday afternoons joint meetings were held. This combination resulted in a larger attendance of the Department meeting than perhaps ever before in its history. The papers were of unusual excellence. The information as to the work of the Department contained therein seemed to come as a great surprise to nearly every one present, although it is an old story to those who have been active in the Department.

H. B. Brown, president of the Valparaiso, Ind., University, and F. C. Weber, of the Polytechnic High School, Los Angeles, presented excellent papers on subjects coming under the topic, "Preparation and Improvement of Commercial Teachers." These papers were ably discussed by the mem-

F. F. Showers, Stevens Point, Wis., Business College, presented a splendid paper on "Co-ordination in Individual and Class Instruction in the Commercial Branches."

J. M. Green, principal of the State Normal School, Trenton, N. J., discussed "The Relation Between General and Commercial Education," from the viewpoint of one who is favorable to commercial education, but is opposed to the methods employed by the private schools to get business. His paper was ably discussed by J. H. Francis, principal of the Polytechnic High School, and others.

The officers elected were: President, H. B. Brown, Valparaiso, Ind.; secretary, J. S. Curry, Central High School, Cleveland, Ohio.

The meeting next year will be held in Cleveland, Ohio, and the attendance of Eastern school men should be large.

Those who were at the meeting speak in words of highest praise of the Western schools and their management. Some of the Eastern men have gone so far as to state that the coast schools are the best private schools to be found anywhere. There is no question but that the men of the Pacific Coast are as progressive as it is possible for Americans to be, and we are not surprised at the good tidings that have been brought back to the East by those who were present.

The Executive Committee of the National Commercial Teachers' Federation held a meeting at the office of the chairman, H. L. Andrews, in Pittsburg, Pa., on August 10. The arrangements already made by the local committee were heartily endorsed and other matters pertaining to the welfare of the organization were gone over in detail. As fast as the details are arranged for the coming meeting they will be reported in this department.

HYMENEAL



EV. and Mrs. Charles Alvin Tuttle announce the marriage of their niece, Anna Margaret Buchanan, to Prof. George Austin Race, Wednesday, July 17, 1907, at North Prairie, Wis. We extend our hearty congratulations.

Mr. and Mrs. Thomas J. Risinger announce the marriage of their daughter, Elizabeth Alma, to Clarence Fox Putcam, on Tuesday, July 30, 1907, at Utica, N. Y. The Journal extends its heartiest congratulations to the newly married couple, and also to Mr. and Mrs. Risinger personally.

INVITATIONS RECEIVED



OU are cordially invited to the graduating exercises of Sherman's Business School, Friday evening, July 26, 1907, at Willard Hall, 30 South Third avenue, Mt. Vernon, N. Y., 8:15.

New London, Conn., Business College annual exercises and reunion, to be held at college rooms, Monday, July 29, and at Wequetequock, Tuesday, July 30, 1907.

Yourself and friends are cordially invited to attend the thirteenth annual commencement exercises of Wilson's Modern Business College, Seattle, Wash., Grand Opera House, Tuesday evening, August 20, 1907, at 8:30.

OBITUARY



N July 26, at his home in Brookville, Ohio, occurred the death of C. A. Gruenig, one of our most promising young penmen and business educators. We count it as a distinct privilege to have known Mr. Gruenig in his lifetime, and

it is a pleasure to bear witness to his many good qualities of mind and heart. He was a perfect specimen of American manhood. Mr. Gruenig was between twenty-five and thirty years of age. He was a graduate of the Gem City Business College, located at Quincy, Ill. He had been a teacher in



Roanoke, Va., and also in Brooklyn, N. Y. He was in New York but a short time when his health began to fail, and upon the advice of his physician, he spent a year in the West. He returned to his home in Brookville somewhat encouraged, but the hand of death had been placed upon his shoulder, and while he fought vigorously to have his days lengthened, it was not to be. THE JOURNAL staff join with his many friends in extending warmest sympathy to the bereaved widow.

H. W. Stone, the noted pen artist, many specimens of whose work have appeared in The Journal in years past, died at his home in Melrose, Mass., July 17, succumbing to heart



trouble after several months of illness. During his life Mr. Stone had done much fancy penmanship work, samples of which may be seen in the National Capitol at Washington, in many of the state buildings, and in a number of foreign countries. His most noted work was the execution of the pen script memorial to the martyred President, William McKinley, which hangs in the Capitol build-

ing at Washington. His last piece of work was done for a customer in Rome. Mr. Stone was forty-seven years of age, and was born in Beverly, Mass. He was not married and made his home with his mother.





T is the purpose of this course in engrossing and illuminating to train the student to do the highest grade of engrossing work, including pieces for framing and albums, that is being done by the artists of to-day. For

the present we shall not devote any time to the study of old English, German text or round hand. These are executed in a very satisfactory way by all penmen. However, later in the course brief lessons will be given.

It is the purpose of this course to take up engrossing and illuminating about where elementary courses leave off. Every detail will be shown from the typewritten copy of resolutions to the finished product, including pencil outlines of letters and designs, the various colors used, the stock on which the work is done and the necessary implements with which satisfactory work can be done.

The central piece of any page or design is usually some

then have your specimen the same size as the originals produced for this month. It will be necessary to be extremely critical. Do nothing but outline these letters. In the October number I will tell how to put in the colors.

MATERIALS.

Get a good quality of wedding bristol drawing paper. Whatman's Hot Press paper is the best for this purpose. For this particular lesson have your paper cut IOX13. Use Gillott's 303 drawing pen for your outlining and an H. B. pencil for sketching. You will need the following water colors: Payne's gray, vermilion red, carmine red, Hooker's green No. 1, Hooker's green No. 2, French blue, Prussian blue and Chinese white in tubes. One-half pan of each of these colors will be sufficient. Of course, you will have to have a drawing board and a T square. The Journal office will be glad to procure these supplies for those who cannot



initial or word which is emphasized either by size or color. The more costly pieces usually have a number of these initials or words, and we shall make this feature the subject of our first lessons. Three initials are given this month—
A B and C. They have been reduced one-half in the engraving. In studying them first trace them in order to familiarize yourself with the details. Then take your ruler and pencil and make the letter twice as large. You will

get them in their local stores. However, in cities of moderate size no trouble should be had in obtaining every one of them.

As this course is going to be a very thorough and expensive one for the magazine, I wish those who are planning to follow it would send their names to the editor of The JOURNAL, that it may be enrolled in our professional engrossing class.



BUSINESS ENGLISH

SHERWIN CODY:



THE MONEY VALUE OF GOOD ENGLISH



HIS article is addressed to the young men and women in business offices who would like to get better salaries. Many of the young women are probably stenographers and many of the young men are bookkeepers. They are now

earning from \$5 to \$15 a week. They would like to earn from \$15 to \$25 or \$30 a week. It is my object to tell them just as clearly as I can what I believe to be the quickest and surest way to get that increase of salary.

M. M. Savage, president of the International Stock Food Company, has said: "If all my salesmen, clerks, stenographers, etc., could learn to write a correct and effective business letter, they would be worth 25 per cent. more to me, and I should be willing to pay the full value of their services."

Other business men in commenting on this statement of Mr. Savage's have said they would make it 50 per cent. or 100 per cent. It is perfectly certain that a stenographer with ordinary business ability, who is able to write letters that are absolutely accurate in spelling, punctuation, and grammar, has no very great difficulty in finding a position in one of the larger business houses where the president or secretary or general manager will pay \$18 or \$25 a week.

Such a stenographer must be the business man's ever present expert authority on correct English. She must know so much about the subject that a business man will feel that, as he is the highest authority on business affairs, so his stenographer is the highest authority on matters of correct English. Even the best educated men get rusty on grammar and punctuation, and on the use of words. They forget how to spell. They want some one who can be sure of these hings for them, and when they find a guide who can always be depended upon, and will never lead them astray, they are ready to pay more than an average, fair salary. They will pay a big salary.

But a command of good business English is very much more than this. It means the ability to use words so as to make people do things. That ability enables the possessor to write letters that bring orders. Letters that bring orders are so much to the business man that he is prepared to pay as high as \$35 a week, and even \$40 a week, for a good correspondent. Here is an opportunity for the bookkeepers and poorly paid office men quite as much as for the stenographers.

In short, a command of good business English assures entrance to that higher field which is seldom, if ever, crowded. In fact, business men complain every day that they are utterly unable to find stenographers who can write absolutely correct letters, or correspondents who can compose letters that will get business.

"When I have made these remarks to some teachers in business colleges, I have heard the reply: "It is true that a business man might pay a stenographer a higher salary if she were absolutely accurate, but the average business man will not pay more money than he is paying. He prefers to get along with a cheaper grade of work."

This is true only of the smaller business houses. There are 50,000 big manufacturers and wholesalers in the United States of whom this is not true. Beyond a question, these larger houses will pay more if they can get the service, and beyond

a question the demand from these larger houses for this superior and better paid service is far greater than the supply.

Probably not one in ten of those who read this page will heed its message, but the few who do will certainly not overcrowd the higher positions, and they need have no fear that if they take a year or two years to fit themselves painstakingly for one of those higher positions they will find they are all filled. It takes some effort to get a position of that kind, and one is not to be had at a moment's notice. It may be necessary to wait and try for six months, but the positions do exist, and those who are competent to fill then can find them if they will make the proper effort.

How to Learn Business English.

One reason which has always been against an effort on the part of stenographers to master correct English is that they don't know how to do it, and any effort that they might make seems likely to prove fruitless.

It is quite true that the ordinary grammar, for example, has many theoretical rules, which, as a matter of fact, do not in the very least help the student to write or speak more accurately. Indeed, I honestly believe that any person who is able to express himself with clear, simple, logical accuracy will instinctively obey all the rules of grammar, even if he does not know one of them.

We study grammar from the practical point of view, chiefly to aid us to correct our more or less slovenly thinking. What is wanted more than anything else is the habit of constructing sentences carefully and taking time to study them to be sure that they are right. If the study of grammar can do anything, it should create the habit of thoughtful criticism and careful correction of that which has been done. The original construction or writing of a sentence is a matter of instinct, not of the rules of grammar.

How to Learn to Spell.

Of course, some people spell well by instinct, but others are likely to be a little shaky on their spelling. How shall such a person become a good speller?

It is not so difficult as it might seem. The first thing is to know whether you know how to spell a given word or not. If you know when you are absolutely right and know when you are a little hazy, then you are perfectly safe, because in the second case you can always look in the dictionary and find out. Poor spellers are almost always those who never have time to look in a dictionary, and so do not have a dictionary to look in.

The number of words that the ordinary man uses in a single business in dictating letters probably does not exceed 5,000. If you know what those 5,000 words are, you can take them one by one and drill upon them until you know exactly how to spell them. I, myself, have carefully compiled lists of words which have given me and others difficulty in spelling, and I have been surprised to find how small the lists were. Indeed, any person who can be absolutely sure of the spelling of one thousand special words will be a very good speller, and there is no excuse for any stenographer not to master beyond a doubt the spelling of those 1,000 words, especially when they have been picked out and printed in a book that is easy to obtain.

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Teachers and students are cordially invited to contribute to this page, which will be made a permanent feature hereafter. The specimens this month were contributed by the following:

1. M. Ceella Murray, pupil of A. C. Doering, Paterson, N. J., High School. 2. Edith Hilgeman, pupil of C. C. Lister, Sadier's Business College, Baltimore, Md. 3. Annie M. Bemis, pupil of C. W. Jones, Brockton, Mass., Business University, 4. Benjamin Roth, pupil of O. L. Rogers, Metropolitan Business College, Chicago, Ill. 5. H. G. Cleveland, pupil of Reckman, Spencerian Commercial School, Cleveland, ohlo. 6. O. Thomas, pupil of J. J. Hagen, American Business College, Minneapolis, Minn. 7. Frances Gerreski, pupil of L. M. Arbaugh, Drake Business College, Passalc, N. J. S. R. B. Gates, pupil of C. C. Craft, National School of Business, Concord, N. H. 9. J. M. Cannas, pupil of E. Warner, Central Business College, Toronto, Ont. 10. A. O. Phipps, pupil of E. H. McGhee, Western Normal College, Shenandoah, Ja.

A PRIZE FOR IMPROVEMENT TO JOURNAL SUBSCRIBERS

To stimulate added interest in the course of Business Writing which begins in this issue, the publishers of The Journal will, on March 1, 1908, award a certificate free to the student in each school who, in the judgment of his teacher, has made the greatest improvement in writing. The name of the winning student is to be sent to The Journal office not later than March 1st, together with specimens of writing showing improvement. This prize offer is open to all—the poor writers as well as the good ones—for it is upon improvement and not upon general excellence.



EDITOR'S SCRAP BOOK



ROM William Bauer, School of Commerce, Marion, Ohio, we have received some very beautiful cards written in the ornamental style.

D. Crowley, of the Boone, Iowa, Business College, sends us some nicely written specimens in the business and ornamental styles that show his to be a skillful pen.

We note from a letter received recently from J. O. Peterson, Columbus, Ohio, that he is master of a business hand that ranks among the best. He is to be congratulated.

J. A. Shanley, of Lowell, Mass., in a letter renewing his subscription, shows how skillfully he can wield the pen. Mr. Shanley may well be proud of his penmanship.

L. E. Gerhold, penman and engrosser, of Boston, Mass, recently called at our office and left some very beautiful specimens of his flourishing, business writing and ornamental writing. The work is all of a high grade. The flourishes are unique, in that they are mostly all executed with colored inks, producing pleasing effects.

E. J. Abernethy, of Forest City, N. C., has favored The Journal with some excellent specimens in both business and ornamental style. The touch of the genuine penman is seen in the graceful lines of the work.

It is a pleasure to look at such a letter as that from A. M. Wonnell, Big Rapids, Mich. It is certainly a work of

P. W. Harms, of Drake's Business College, Jersey City, N. J., contributes some ornamental specimens to the Scrap Book that are a delight to the eye.

From D. Beauchamp, late of Montreal, Canada, but now of Harper Bros., New York City, come some very cred-

itable specimens, showing his ability with the pen in both the ornamental and business style.

J. S. Lilly, itinerant teacher of penmanship of Lile, W. Va., is still able to swing the pen as of old, as is noted by a letter just received enclosing a list of subscriptions.

Superscriptions in both the ornamental and business style have been received from the following: M. Hogge, Richmond, Va.; A. W. Dakin, Syracuse, N. Y.; H. L. Bridges, Atlanta, Ga.; O. Q. Martin, Lexington, Ind.; H. C. Spencer, Winsted, Conn.; S. M. Blue, Grand Island, Neb.; J. W. Furbush, Glen Ullin, N. D.; E. M. Barber, New York; James A. Shanley, Lowell, Mass.; L. M. Hatton, Tampa, Fla.; R. H. Bond, Macon, Ga.; J. A. Savage, Omaha, Neb.; C. W. Clark, Brooklyn, N. Y.; J. F. Bower, Easton, Pa.; W. A. Hoffman, Valparaiso, Ind.; E. J. Abernethy, Forest City, N. C.; C. W. Ransom, Kansas City, Mo.; J. T. Westcott, Rosendale, Mo.; J. O. Peterson, Columbus, Ohio; C. F. Clark, Kansas City, Kans.; L. C. McCann, Mahanoy City, Pa.; Anna A. Duffy, Chicago, Ill.; J. S. Lilly, Camp Creek, W. Va.; F. W. Tamblyn, Kansas City, Mo.; William Bauer, Marion, Ohio; O. E. Hovis, Springfield, Mass.; A. H. Steadman, Cincinnati, Ohio; O. N. Cord, Chicago, Ill.; W. L. Jackson, Quincy, Ill.; E. L. Brown, Rockland, Me.; H. W. Strickland, Wilmington, Del.; Miss Marie Harrison, Mc-Keesport, Pa.; M. B. Moore, Morgan, Ky.; D. Crowley, Boone, Ia.; Geo. H. Shattuck, Medina, N. Y.; Chas. H. Ashburner, Baltimore, Md.; A. McIntyre, Central Falls, R. 1.; J. H. Janson, San Francisco, Cal.; C. J. Gruenbaum, Lima, Ohio; F. T. Weaver, E. Liverpool, Ohio; A. M. Wonnell, Big Rapids, Mich.: F. W. Martin, Boston, Mass.; R. A. Lee, Pontiac, Mich .: J. G. Halsey, Chicago, Ill.; T. F. Meinhardt. New York.





SUPERSCRIPTION, PROFESSIONAL STYLE, BY S. C. BEDINGER, SEDALIA, Mo.

DEPARTMENT OF BUSINESS PRACTICE



N preparing a series of talks with Journal readers who are just beginning the study of book-keeping and allied branches, it has been my purpose to select those topics which are not only of prime importance, but which require

constant reviewing if you would progress satisfactorily in your work. Therefore, I have endeavored to supplement the work of the teacher and textbook, and certainly not to supplant it.

You are one of thousands who are absorbed with a laudable ambition to accomplish certain results during the coming year. Likely these questions frequently recur to your mind: "Shall I be successful?" Shall I be competent at the end of ten months to take a position in a business office?" The answer to these questions depends almost entirely upon your answer to the question: Are you willing to pay the price of success? The species of success which you would attain is not to be obtained with money, nor with a "pull," but its price is honesty, industry and a knowledge of the proper direction in which to exert your energies.

I presume you are studying bookkeeping, arithmetic, penmanship, and the other branches common to a business course. Let me urge you at the start not to make the mistake of overestimating the relative importance of bookkeeping, at the expense of penmanship and arithmetic, especially. This mistake causes hundreds of applicants for office positions to be rejected every year. Ask as many office employees as you please what qualifications were particularly investigated before they were employed, and almost invariably they will tell you that their penmanship received careful inspection, and their ability to perform simple computations in arithmetic accurately and rapidly was tested. If they passed muster in these respects it was usually assumed that they were all right so far as their knowledge of bookkeeping was concerned. On the other hand, an almost perfect knowledge of bookkeeping principles will never excuse deficiency in penmanship and arithmetic.

Direct your inquiry to employers and you will be told that a surprisingly large percentage of applications are rejected owing to poor penmanship alone.

Now these are facts which cannot be controverted. Are they not sufficient to convince you that it is to your interest to give to each subject its proper amount of time and study? I do not wish to have you minimize the importance of book-keeping, but I am anxious lest other things be sacrificed for bookkeeping, and that near the end of your course you will be deploring the fact that you were "in such a hurry to get through bookkeeping and didn't practice penmanship more." A complaint by no means unfamiliar in a commercial school room.

Would not this be a sensible basis on which to work? Give first attention to those subjects which seem to give you the most difficulty, respect the importance of each study in your course, and sacrifice none of them for any of the others. You know, there is a saying to the effect that anything which is worth doing, is worth doing well. This applies forcibly to bookkeeping.

Neatness should be your motto every minute of the day. Can you think of anything which looks more untidy and unkempt than books covered with blots and scratches? Do you think a business man would want to employ you if he should see such books as samples of your work? Some say they cannot keep their books neat owing to the fact that they write poorly. Good writing will help the appearance of books, of course, but it is not essential to neatness. I have known many fine writers whose books were really slovenly in their appearance owing to soiled hands and careless habits. Again many whose writing is poor are so careful and painstaking in all their work that their books are models in neatness.

Another thing which will have much to do with the appearance of your books will be the manner in which your ruling is done. Great care should be taken to rule light and even lines which begin and end at exactly the right place. The subject of ruling is worthy of considerable study, though we are too likely to overlook its importance. There are principles which govern ruling just as they govern your other work, and a line should never be ruled unless you have a definite reason for ruling it. A single ruled line always denotes that some computation has been performed, the result being shown just under the single ruled line or just to its right. A single ruled line, then, crosses money columns only, and denotes that some computation is to be performed with the figures above it.

You will need to watch closely when you rule a ledger account or you will cross not only the money columns, but also the date or folio columns with your single line. Be sure that your single lines cross nothing but money columns.

Double rulings denote completeness. They are placed under footings or results and they cross everything across a page except the wide explanation column. That is, they cross date columns, folio columns, and money columns. It should be borne in mind that after double rulings have been placed under an amount, you are through with that amount. It is not to be carried forward and is not to be added to figures which may follow below it. This applies to the ruling of all books, not simply to the ledger. See how it applies to your sales book. When one page of the sales book is filled a single line should be ruled under the money column and then the footing of the column should be placed directly under that line. No double line is ruled here, as the amount is carried to the top of the next page and added to the sales on that page. You continue in this way until you are ready to post. Obtain the final footing and rule a double line under it; also a double line under date and folio columns. The double line is ruled here because this footing is posted to the credit side of the merchandise account in the ledger and is not added in with sales which follow in the sales book. Never in footing the sales book include figures which have already been double ruled. This is a mistake common with beginners and is many times the cause of trouble in getting a trial balance.

It is a most excellent drill to take a piece of ledger paper and rule it. On the first line placing single lines, on the next double lines, and so alternating over the entire page. This should give you deftness in handling the ruler and firmly fix in your mind just where both single and double lines should go. The methods of some bookkeepers will occasionally involve slight modifications of the above directions for ruling. These exceptions, however, are few and do not impair the general rule.

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A DEMAND SATISFIED



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Shorthand teachers state connection, and send postal today for FREE paper-bound copy. Cloth-bound copy to teachers, 50c.

TESTIMONIALS

You may send us thirty copies new Brief Course (Graham).—J. A. Kirby, Call's College, Pittsburg, Pa.

Please ship by express sixty copies of your new text on Pitman Phonography.—C. B. Post, Worcester Business Institute, Worcester, Mass.

I beg to advise you that I am testing your work on Graham shorthand, and wish to congratulate you on your lesson scheme.—Bernard C. Ansted, Dixie Business College, Atlanta, Ga.

I have read this book through, word for word. I am very favorably Impressed with it.—R. P. Felch. [Mr. Felch sends in an advance order for Brief Course (Graham), to be used in his new school at Yankton, S. D.]

I find that Brief Course does away with the discouraging feature of shorthand. It tells and shows the student, and then, while it is fresh in his mind, puts him to work. The book is the hest I have ever seen for classroom work—

plain, simple and instructive. For these reasons I have decided to use it. I will also use your Typewriting Instructor this year.—F. B. Adams, Greenville, Ili.

I have been pleased with the results I have obtained.—W. E. Cornell, Graham School of Shorthand, Battle Creek, Mich.

The plan exactly accommodates my riews. I want to see Brief Course in its complete state, as I know it will be a "gem of purest ray serene."—J. P. Speir, Phonographic Institute, Atlanta,

It suits my idea of how shorthand should be presented.—Geo. B. Frasher, Hill's Business College, Memphis, Teun.

It seems to me that your method (in Brief Course) is far ahead of anything that I have seen. It is difficult to see how it could be improved upon.—Walter V. Bullett, Official Reporter, Fifty-second Judicial Circuit, New Albany, Ind.

We have been using the new lessons several weeks. On first examination I

was not at all favorably impressed with Brief Course, but after a trial, in which we have heen able to give it a thorough and practical test, I am pleased to report that we are getting fine results. The more I use it, the better I like it. Please deliver to us 3,000 Brief Course circulars for advertising.—Mrs. I. B. Summers, Principal College of Commerce, East St. Louis, III.

I must say I never had better success than with these lessons. They are so interesting and attractive.—Mrs. V. M. Costen, El Dorado, Kan.

M. Costen, E. Dorado, Kan.

I am ready to say, in the language
of Roosevelt, "I am delighted." This
Brief Course will meet a long-felt want.
After having taught at least eight different systems. I find by far the least
number of the pupils become discouraged who study your text-books.—M. S.
Cole, Marion Normal College, Marion,
Ind

I cannot see where I can offer one word of criticism.—Sue E. Buchanan, Lincoln Business College, Lincoln, Ill.

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THE SATISFIED TEACHER

is not always successful. The wide-awake principals and teachers are constantly on the lookout for the hest possible aids in their work.

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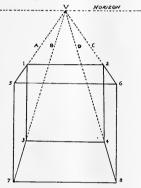
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one. You will lose confidence and interest if you do.

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No business man was ever too busy to spend the necessary twenty minutes weekly reading his pair of cards, and such study continued for six months could not help but make thoughtful men more successful. One man increased the orders he got when quotations were made from 25% to 36%—nearly 50% more business within sixty days. Mr. Warren, the advertising manager of Marshall Field & Co., said, "You seem to have condensed the experience of a lifetime into a few words that a business man can use immediately," and not long ago he wrote the following letter to a

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Writing, You sak in what ways the course is beneficial. It is as if a father took in the course is beneficial. It is as if a father took in the course is beneficial. It is as if a father took in the course is beneficial. It is as if a father took in the course is beneficial. It is as if a father took in the course is beneficial. It is as if a father took in the course is beneficial. It is as if a father took in the course is beneficial. It is as if a father took in the course is a father took in the course in the course is the course in the cour

It is a sad fact, but one too true, that our high schools and business colleges wholly fail to teach this simple English composition which is effective in getting business.

Their graduates cannot even spell.

They do not know even how to arrange and punctuate a business letter properly.

And, what is more, the books on business letter writing, even those with recent imprints, are a mass of stereotyped phrases, colorless expression, and downright errors.

Says Alexander H. Revell in an open letter published in the

Chicago Daily News:

Chicago Daily News:

"Three times to the past month I have sent for advertised hooks on commercial correspondence to put into the bands of our correspondents. All three were dead letter publications, merely the old, well-word stock phrases: 'In compliance with your request contained in your letter'. Thanking you for your elver, and soliciting your further favors, we remain!' 'Your estemed favor received. What we need is men and women, young and old, who understand how to drop all these old, stereorized forms and get right down to business from the word go. If there is a business college that turns out such a product, I should like to know the abusiness college that

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I studied the school problem for three years. I interviewed scores of teachers. I taught one term in a business college. I prepared tentative exercises and tried them in a score of first-class schools such as the Seattle High School, the Ferris Business Institute, the Rochester Business Insitute. Last fall I took twenty young men at a Y. M. C. A. over my entire course (word-study, grammar, punctuation, literary composition, and letter writing) in sixty lessons and saw that they actually mastered the subjects in that very short time.

Then I prepared and published (in January last) the present Cody System for Schools-Good English Form Book in Business Letter Writing (new school edition), with fac-simile business letters to be answered (either loose for commercial and general classes, to be given out one at a time, or bound up with a brief typewriting instructor for classes in shorthand and typewriting); Short Term Grammar Drill (a grammar drill which in a few weeks will actually teach pupils to write more correctly and get a rule of thumb by which they can test the correctness of any sentence); and Word-Study for Schools, a spelling book that really teaches the spelling of words often or usually misspelled in business letters, the pronunciation of words often or usually mispronounced, the real business meanings of business terms, and the simple principles of word building and the nature and use of the dictionary. And I made them the cheapest series of books of this sort ever offered to schools-\$1 for the series.

What these books are and what they will do may be judged from the two following letters:

the two following letters:

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After such a test, I believe that neither can be equalled.

The whole world will be the such that the such as a suiter of the such as a such



Mr. Sherwin Cody, Chicago. Dec. 13, 1905.
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No boy or girl can ever attain to success in writing and speaking English effectively and with culture who does not read the great authors and read them often.

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VOL. 32

OCTOBER, 1907

No. 2



Mr. Hovis is a specialist in Round Hand Writing. He was born in Pennsylvania a little over thirty years ago, and received his first penmanship training in Meadville, Has had a successful teaching experience. For the last five years he has been with a large insurance company in Springfield, Mass., as engrossing specialist.



Mr. Tamblyn, one of the most vrsatile penmen, was born in Kansas City, Mo., January 4, 1870. Began teaching penmanship at twenty years of age in Scalala, Mo. After teaching awhile in St. Louis, he removed to Kansas City. He has made a snug lite fortune by means of his penmanship.



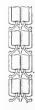
Mr. Madarasz was born in San Antonio, Tex., in 1860. Ever since he was sixteen years of age he has bette classed as one of America's leading pennen. The signatures running in This Jocu-NAL, this year will find their place in the scrap books of every connoissem.



Mr. Donglas was horn in belhi, N. Y., in 1874. He received his early education in the public schools of that town and at Delaware Academy. From 1889 to 1895 he resided in South Dakota, and was a clerk in the House of kepresentatives of that State, Graduated from Goldey College in 1898.



Mr. Lister was born in Ohio February 12, 1866. He began teaching at the age of sixteeu. He was a star pupil of the late Uriab McKee, the celebrated penman of Oherlin, Ohio. He taught for some time in Toledo, Ohio, and has been with Sadler's for twelve years.



Mrs. Nina P. Noble, nee Hudson, was born in Providence, R. L. Her education, however, was received in St. Johnsbury, Vt. She is a classical and scientific graduate, and rauks among America's foremost lady penmen, receiving bern or fessional training at the Zuharan.



Mr. Marlatt, a native of the State of New Jersey, was born in August, 1866. He was a student in the Easton, I.a. school of Business. While in the latter institution he became interested in penmanship and engrossing, and spent much of his time in copying the specimens which appeared in The Journal



Mr. Beutley was born in Connecticut February 28, 1877. Attended the public schools and Robbins's Preparatory School of Norfolk. Is a granuate of the commercial department of Eastman College. Established the Winsted, Conn., Business College.



E. O. Folsom was born about thrity years ago in Osage City, Kans. He is a high school and normal college or aduate, also of the Cedar Rapids, Iowa, Business College. He is now at the head of the business practice department of tae Worcester, Mass., Business Institute and is well qualified to write on his topic.



Mr. Brown is a little over thirty-five years of age and is a native of the State of Malne. For fifteen years he has ranked among the forms the period of the home in designing, lettering and script work, he excels in practically every department of pen



If, G. Laird was born in Ohio between thirty-five and forty years ago. He began teaching while yet very young. Has had a number of years' experience as an auditor and account ant. He is a graduate of New York University School of Commerce.

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AUTUMN

THERE is that wild intoxication in the air, That nameless something everywhere, That makes the passers in the village street Congratulate each other when they meet.

—Longfellow.

GOOD WORDS

"The September number is a hummer."-C. C. Craft, National School of Business, Concord, N. H.

"The September JOURNAL is a gem."-M. L. Miner, Miner's Business Academy, Brooklyn, N. Y.

"The new cover design is a 'crackerjack.' "-D. W. Hoff, Lawrence, Mass.

"THE JOURNAL just suits me."-Clyde L. Newell, Brooklyn, N. Y.

"We believe in The Journal and its mission, and strongly and heartily recommend it to every student."-O. C. Dorney, American Com. School, Allentown, Pa.

"I find The Journal my greatest source of inspiration both in my private work and in my work in the class room."-Lee A. Thompson, Clark Business College, Coatesville, Pa.

"I wish to congratulate you on the appearance and general good there is in the September issue of The Journal."-L. M. Hatton, Tampa, Fla., Business College.

"I hope I'll never miss a single copy of your Journal the remainder of my natural life. The September JOURNAL is a converter."-R. H. Bond, Ga. Ala. Business College, Macen, Ga.

"The September copy of your excellent JOURNAL is fine." -Sr. Mary Germaine, St. Mary's Academy, Monroe, Mich.

"The September number has just come to hand, which certainly is a leader in the penmanship line."-Chas. Heipel, Nashua, N. H., Business College.

"I know of no incentive so strong in its bearing and complete in its details as your paper which embodies all that is good and ennobling along educational lines."-J. A. Snyder, Metropolitan Business College, Chicago, Ill.

"As a professional illuminator, may I be permitted to express my great pleasure in the portion of The Journal devoted to engrossing and illuminating. This month I am particularly pleased with the new cover. It is most artistic. The scroll work is beautiful,"-Edith E. Shaw, Toronto, Ont., Canada.

"There is one feature of The Journal which appeals to me especially, and that is the feature of school news. The various penmanship papers present about the only medium in which one can read of the changes in the schools and the movements of the teachers. I do not think that you can devote too much time and space to getting together school news. I believe that many proprietors of schools enjoy this feature of the various is ues above any other. Of course, articles of various departments of education are always of interest, but they are frequently so long and drawn out that the busy school man does not find time to wade through them. Your outline of special features for 1907-1908 presents a strong array of talent and should make the Penman's Art Journal a more popular, a more influential and a more readable journal than it has ever been." H. O. Keesling, New Albany, Ind., Business College.

"You are to be congratulated upon the success of The Journal for the past school year. It is, no doubt, due to your untiring efforts to place before the penmanship fraternity and the students of our private and public commercial schools a journal containing such valuable information and instruction that this success has been attained. 'Long live The Journal, and may it be the foremost among the best." T. C. Knowles, Pottsville, Pa., Commercial School,

"I have been very much pleased with the lessons in the Art Journal the past year, and wish that I were able to devote my time more to the beautiful art of penmanship." M. T. Skinner, Eastern Shore College, Salisbury, Md.

"Your magazine has been so excellent the past year that I consider it useless for me to attempt to offer any suggestion for improvement. I know that we all appreciate what you have done for the cause of penmanship, as well as the commercial school. We need the professional papers; in fact, we could not very well get along without them." Walter Rasmussen, Rasmussen Practical Business School, St. Paul, Minn.

"We find that we are getting splendid results by subscribing for a bundle of Journals and giving them to the students. We are using the papers in class work, and the students use them for home practice, and some of our improvements are phenomenal. We hardly think it will be possible to publish a better work on penmanship, and it meets with our requirements to such an extent that we have no suggestion to offer." Knoxville, Tenn., Business College.

"The subscribers seem to enjoy your Journal very much, and I highly recommend it." Leon Levy, Commercial High School, Brooklyn, N. Y.

"The most excellent paper you have given us the past year shows that you are sparing neither expense nor hard work to give us more than value received." R. A. Spellman, R. I. Commercial School, Providence, R. I.





HE eleven plates in the September number, if fully mastered, I am sure made a big month's work for every student. Re-read the instructions with reference to the importance of movement practice in the September number of The Journal. I hope every one will follow the daily program I suggested; namely, to practice Plate I on Monday, Plate 2 on Tuesday, Plate 3 on Wednesday, Plate 4 on Thursday, and Plate 5 on Friday. I should like to repeat these movement drills in each issue, but it is unnecessary, for the reason that I shall precede each new exercise with an appropriate movement drill.

0000000000000000000 000000 00000000000000000 neoneoneoneoneone mone mone none more mone mone

PLATE 12.

Capital O is a favorite letter, for the reason that in itself it is a valuable movement exercise. Go around the capital O is a tayofic refter, for the reason that in itself it is a valuable movement exercise. Go around the oval seven times, and then turn and finish with a short upward swing. Do not let the finishing part be too long. Count each down stroke and the finishing stroke. Note carefully the shape of the small o. It is a perfect ellipse. Make a line of o's singly, and then join them seven in a group. Count one for each. In writing the word one and note make the letters a quarter of an inch apart or the width of the small m.

Jagadda 12011 aaaaaaaaaaaa 9.9999999999999999 a aaaaa aaaaa aacaa aaaaa aid aid aid aid aid aid aid aid aid add add add add add add add adda moan moan moan moan moan moan PLATE 13.

The capital A is a more difficult letter than the capital O. Close the top. Observe that the second down stroke in this drill is a straight line. To emphasize this retrace it seven times. Make a page each of lines I and I. The I-drill is a straight line. In this griff is a straight line. To emphasize this retrace it seven times. Make a page each of lines 1 and 2. The a and the figure a are very similar. Notice that the oval part of the a rests upon the base line. Some bookkeepers prefer to have the entire figure rest upon the base line. The small a is like the first part of the a. Make five in a group. The a is just the same as the a with the figure a or top of it. Make a full page of each line. In writing the words a add and moan strive to keep the a ovals as nearly alke as possible. The a in the word a moan will show the difference between these two letters. They are frequently confused.



PLATE 14.

Here we have a valuable review of the letters and words we have been drilling upon. Fill several pages of these. First write five lines of the word maine. Then turn the paper and write the word moan across, placing the letters between the lines.

Here are two letters the finishing parts of which are very similar—the w and v. Notice that the w is like the small u with a little finish like a horn. Make the letters far apart, and a full page of each line. The v begins like a small u, but it finishes like the v. The words vore, viova and voive will give practice in writing these two letters in connection with others. A full page of each word should be written.

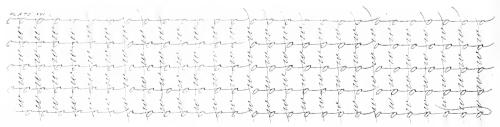


PLATE 16.

Review. Make five lines of the small o, seven in a group and four groups to the line. Then turn the paper and zeross the lines write the we exercise, so that each letter will come between the lines. Arrange so as to form a perfect square



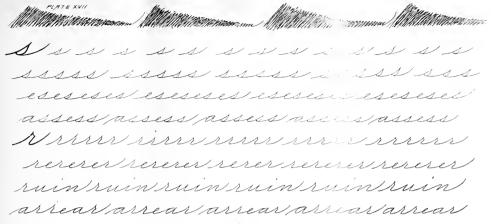


PLATE 17.

We have two very difficult and characteristic letters in this plate. I mean by characteristic that each one is unlike any other letter when carefully made. This cannot be said of all the letters of our alphabet. The s is like a milke any other letter when carefully made. This cannot be said of all the letters of our appliabet. The s is like a small c upside down preceded by a beginning stroke similar to the one found in small i. Notice carefully the shape of the letter. The diminishing movement drill preceding is to be practiced in order to develop muscle control. Make five letters to the group. The word assess will tax your skill. I would advise making two pages of this word.

The r begins just like the s, but it has a slanting root. The last part of the r is just like the i. If you omit the slanting part of the r and join the two remaining sections, you will have a good letter i. The words rain and arrear will afford splendid practice on this difficult letter. There are two full stops in the r, the one at the end of the first stroke,

afford splendid practice on this difficult letter. There are two full stops in the r, the one at the end of the first stroke, and the second at the end of the short inclined stroke. There is really a pause at base line where the last downward stroke touches it. Be sure to write upon the baseline.



PLATE 18.

Here is another review. Write page after page of this plate. It will pay you big dividends.

nun a a a a a a a a a a a a a a an anam anni avavavavav. marim marim ma imasei ma anomanom anomanomianom

PLATE 19.

The x is not a very frequently occurring letter. In average English composition where we make twelve x's we make one thousand e's. Nevertheless, we must learn how to make it. The first part of the x is like the first part of the n. Then lift the pen and make the last part like the i. Join the two together, and you will have a good business letter. It is not a difficult one to make. Make a full page each of lines 2 and 3.

The word maxim should be written at least one thousand times. Write it five times to the line. Space it out well. The word mixer can be written five times to the line, so may the word axiom. The latter word will be difficult for some

of you.

concerne ounce ounce

PLATE 20.

Here is a very difficult letter. The reason the c is difficult is because of the tendency to curve the back or downward stroke too much. I would suggest that every one practicing this plate try to make the back of the c almost straight. Even then you will find that you curve it sufficiently. Make at least a page of c's separately. Then join it in twos, and finish in groups of seven. If you can write seven good c's in a group, making them all alike, you may be sure that you possess a great deal of skill. The words I have given should not be very difficult, unless it is the word occur. This word gives you two c's, and, of course, that old difficult letter r at the end.

income woman woman woman man receiver receiver receiver receiver receiver receiver museum museum museum me remove remove remove remove remove remove maximum maxim

PLATE 21.

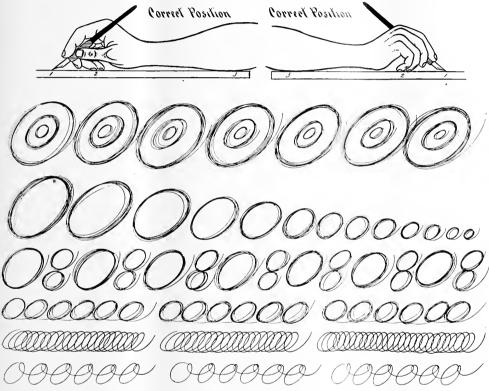
Here we have a review of all the letters I have so far given you. Make a page of each one. This will make eight pages in all or very nearly three hours' work. I would suggest that those who can get out a good page of any one of these words, send their work to The Journal office. Maybe some of it will appear in "The Student's Own Page."

The property. - - for hit - - x1.11 x = - ex 12.0/- $(r_1, n) \cdot (r_1)$ 9. 2 0 60 66 9 n) n) n) 3/ 6.0 640 a. w. w 55 NHN. B PLATE 22.

There is a full month's practice on this one plate. I hesitated very much as to the wisdom of giving all of the figures in one lesson. Many of the students who are following this course are taking bookkeeping, and it is necessary indeed, that they should make good figures from the start. Good figure making is the result, first, of a clear conception of the shape of the figure; second, a definiteness of stroke; and, third, a maintenance of the proper proportions of the

figures. The 4, 6 and 8 are the only figures that are higher than the figure 1. The small i. The 9 and 7 are the only ones which pass through the base line. Step 1 blackboard and make the figures large. Then make use of your pen. In order to practice the figures as I have here shown, turn 1 as you did with the chalk. Then make use of your pen. In order to practice the figures as I have here shown, turn 1 apper will run up and down. Make eight figures in a column, putting each figure 1 and the cipher make a straight dash one-quarter of an inch in length. For the remaining figures in exercises 3 to 10 inclusive make the figure 2 in the middle of the column. You can use the 1 as a yard stick to measure the heigns of the other figures.

To the ten students who send to The Journal office on or before Novem at 1st the best reproductions of this plate, the editor of The Journal will present to each a copy of Volume 1 of the Pendam's Library, a book which retails at sixty cents, and contains some of the penmanship of the greatest penmen in the world.



MOVEMENT DRILLS FOR OCTOBER PRACTICE—By Horace G. Healey.

RAPID BUSINESS CAPITALS FOR SUPPLEMENTARY PRACTICE—By Horace G. Healey.





N giving illustrations or authority it is always a good plan to give chapter and page. It is all right to say that once upon a time a young man by hard work and the constant application of inherent talent has made a success of his work,

but when one gives the name and address of the person, the account contains more of human interest.

Some one has said that the secret of success in anything is to always do a little more work than you are paid for doing. I doubt if there are any secrets of success. Every man who has climbed to the top of his profession or calling has written pages telling how he did it. All of his neighbors know why he succeeded. There is one element to be found in all of these accounts, and that is "working." "Being" is not sufficient. One of the smartest men I ever knew was a teacher. He was engaged in writing a Latin grammar-a poor one, of course-and, furthermore, a task wholly unnecessary, for there is no demand for additional Latin grammars that one can notice. He was a marvel as a mathematician, and not a fact or date in history had ever escaped his attention or faded from his memory. Yet he was so lazy that he could scarcely draw a deep breath. He was supported by a widowed mother, who kept a small boarding house, and who worked hard sixteen hours a day. He could have succeeded in any one of a hundred different lines had he worked, but this he would not do. Here is the difference between "being" and "doing,"

A year ago an official of the Commercial National Bank of the city of Chicago visited the editor, and he said: "Do you know that John Fletcher is considered one of the best banking men in the West?" I replied that I had heard something to that effect. "Well," he said, "he is. He is personally acquainted with nearly every banker in the State of Iowa. Western Illinois, Southern and Eastern South Dakota, Minnesota and Eastern Nebraska." That was interesting to me, for this same young man ten years ago was a pupil of mine, and well do I remember him. Not only because he could write shorthand and run a typewriter exceedingly well-getting out transcripts that never had to be corrected-but because of his wide range of general information. I spoke in my last article about the importance of being agreeable, and if John Fletcher possesses one trait of character to a large degree, it is that of agreeableness,

The cashier of the Cedar Rapids, Iowa, National Bank telephoned to the school one day ten years ago for an office boy at about \$6.00 a week. Some one who could write shorthand, and at the same time go out and collect drafts. Furthermore, this young man had to be a "comer": that is, one with a future. The requisitions described young John Fletcher sitting there at his desk in knickerbockers. He went to work, and in a very short time proved his fitness for the place by receiving promotion after promotion. He was a "business getter." That to my mind is the greatest secret

of success in office work. Let every employee ask himself the question, "Am I getting any business for the house?" It may be possible that you are burdened by taking care of business that comes in through others, yet, as Mr. Cody well says in his article in this number, even the bookkeeper can, if he will, hustle up business.

This is what John Fletcher did for the National Bank with which he was connected, and he did it so well that the officials of the Drovers' Deposit National Bank of Chicago looked across



JOHN FLETCHER.

the State of Illinois over into the middle of I wa and saw this young man and invited him to come to the great Western metropolis at a salary equal to five times what the average teacher or office man receives. He is now twenty-six years of age, and is one of the head officials of that great bank,

If possible, I am going to try to obtain from John some hints for young men who are trying hard, and yet do not seem to be able to push ahead as he has done.

Boys with hats on the backs of their heads and long hair hanging down their foreheads and eigarettes and smutty stories in their menths are cheaper than old worn out horses. Nobedy wants them at any price. Men will not employ them. They are not worth their keeping to anybody, and they will net keep themselves. If any boy who answers this description happens to read this, let him take a look at himself and do what his conscience says is best to do.

Washington Democrat.





AM to tell you this month about a young lady who is no older and possibly younger than you who are beginning the shorthand work this year, yet to-day she is known abroad and at home as the world's champion typist. Her

peculiar success is due to the selection of the work she was best adapted to. From childhood her fingers have been most carefully trained to execute dexterously upon the piano, so that, setting aside her inborn talent for and appreciation of melody, she was the more fitted for typewriter teachnique. It would, indeed, seem as though the thirteen years' preliminary piano practice was most valuable because it required but three months to complete her typewriting and shorthand course, writing shorthand one hundred and twenty words a minute.

Possessing an excellent public school education, she was competent to meet the demands made upon a stenographer to frame grammatical and business letters. Her first positions not only gave her experience (a magnetic word with commercial men) but also self-confidence and courage, two essentials so necessary to the girl of this era.

Self-confidence is not conceit. In order to be confident of your own ability you should be ambitions. There is a star of promise over you just as there was a star the shepherds watched centuries ago.

Miss Fritz entered her first contest in 1905 at Madison Square Garden and was second in the competition. This trial of her capability was repeated three times in the National Business Show of Chicago, twice in New York, twice in Chicago, and once in Boston. Success was hers in every exhibition of her skill, and March 30, 1907, she won permanently the International Championship Trophy, donated by The Perman's Art Journal, as well as the Championship Cup offered by Office Appliances— and yet she is but nineteen years old and is honored among men and women.

It may be because of her training in school and office that Rose Fritz was and is so well qualified to write from new matter so speedily. She has written in public at the rate of 106 words a minute for twenty minutes at a time: a remarkable speed when one considers that a word is composed of so many letters and not a simple note or chord.

Miss Fritz does not memorize sentences but devotes her practice entirely to new editorials or articles from magazines in demonstrating touch operating.

Her will-power must have been exerted chiefly to do that which was not the most easy and pleasing. She has comprehended the value of practical practice. Her business future must be very bright because of her talent, her willingness to take advantage of every opportunity for advancement, and the will to succeed.

Stenegraphy and typewriting are beneficial as studies because of the demand for concentration of effort and the faculty of excluding school, office, or business work of no material interest to you. If in an office, you are obliged to take your dictation, do your work and have no eyes nor ears for that which does not concern you.

We are not all talented nor geniuses; but we can improve our present education and surroundings. Do not be discontented, but more ambitious,



Rose L. Fritz.

NEWS EDITION BULLETIN

N the News Edition for October appear the following special articles, written especially for this issue: The Get Together Policy. (a) School Advertising That Pays, by E. H. Morse, Hartford, Conn.; (b) Conditions in Milwaukee, by O. A. Hoffman, Milwaukee, Wis.; Automatic Penmanship, a sensible and timely article by A. H. Steadman, Supervisor of Writing, Cincinnati, Ohio; How I Became a Penman, an illustrated article by E. M. Huntsinger, Hartford, Conn.; Teaching Percentage, by W. E. Douglas, Wilmington, Del.; Higher Accounting, by Bentley & Laird, Hartford, Conn.

In addition, the reader will find all the regularly maintained features of this edition which makes it popularly known as "The Newspaper of Business Education: Movements of the Teachers, News of the Profession, New Schools and Changes, Obituary, Hymeneal, The Journal's Galaxy of Business Educators, with photographs of fifty-four members of the profession; Editor's Calendar or Review of Books, Who's Who in Pennaciship, Convention News and Notes.

The News Edition is \$1.00 a year. Single copies ten cents.

FOR THE CARD WRITER

The balf dozen cards by Madarasz, which The Journal presented to each one of its subscribers last month elicited more praise than anything of a similar nature we have ever run. This month's installment we are sure will meet with the same hearty approval. What we wish, however, is to see what some of our best pennen can do on these cards, and should be very glad, indeed, to have them send some to our office. We have in the profession a number of first-class card writers, and they are all invited to contribute to our Pennan's Exchange. The Madarasz course is reviving the interest in this delightful branch of pennanship.



FLOURISHING

Here are two more of those dainty little card flourishes by Mr. Moore. All of our subscribers will agree with the statement made in our last issue that Mr. Moore has no peer in this department of pen art. We predict that every one



of these will be clipped and find its way into the scrap book of all the penmen. Do not forget to send your best efforts to The Journal office. Some of them may appear in the Penmen's Exchange.

INVITATIONS RECEIVED

The graduating class of the Patrick Commercial School, York, Pa., requests the honor of your presence at its commencement exercises, Friday, September 6, 1907, at 8 o'clock P. M. Auditorium, York High School.





at least that much to every teacher and school proprietor. It is a matter of deepest gratification to us that hundreds of our professional brethren who give their students benefit of the low clubbing rates for the regular edition think well enough of The Journal to enroll their own names on the Professional List, at \$1 a year.

RECENT JOURNAL VISITORS



R. and Mrs. John R. Gregg, Gregg Publishing Company, Chicago, Ill.

George H. Walks, Wood's School, Brooklyn, N. Y.

John J. Molloy, Hartford, Conn.

D. P. Lynch, New York City.

Stephen Dwan, Seattle, Wash., High School.

C. Ropp, author of Ropp's Commercial Calculator, Chicago, Ill.

R. G. Laird, Bentley & Laird, Hartford, Conn.

H. H. Beidleman, Eagan School, Hoboken, N. J.

T. W. Stewart, Parkersburg, W. Va.

C. A. Stewart, Commercial High School, Brooklyn, N. Y. Edgar M. Barber, U. S. Appraiser's Office, New York.

G. DeFelice, Kinsley Studio, New York.

C. G. Prince, supervisor of writing, Bridgeport, Conn.

C. W. Slocum, supervisor of writing, Newark, N. J.

Chas, T. Platt, Platt's School, Hoboken, N. I.

D. N. Greer, Iron City College, Pittsburg, Pa.

J. E. King, American Book Company, New York.

M. L. Miner, Miner's Business Academy, Brooklyn, N. Y.

S. B. Koopman, Packard School, New York.

G. O. Shoop, Shamokin, Pa.

C. F. Johnson, Ames & Rollinson, New York,

C. G. Price, Packard School, New York.

W. Meehan, Commercial High School, Brooklyn, N. Y. Harry T. Blodgett, care N. Y. H. B. R. R., Long Branch,

W. J. McCarty, Packard School, New York,

S. W. Winne, Brooklyn, N. Y.

F. F. Healey, Williamsport, Pa., Commercial College.

F. E. Barbour, Merrill College, Stamford, Conn.

Chas. F. Zulauf, Drake Business College, Jersey City, N. J. W. E. Dennis, Brooklyn, N. Y.

S. Matthews, Columbus, Ohio,

P. W. Harms, Drake Business College, Jersey City, N. J.

M. S. Moyer, Bentley & Laird, Hartford, Conn.

H. H. Leeds, Brooklyn, N. Y.

W. L. Jackson, Drake Business College, Orange, N. J.

MOVEMENTS OF THE TEACHERS



A. O'MEALY, late of the Mankato, Minn., Commercial College, has engaged with the Rose City Business College, Portland, Ore. Mr. O'Mealy states that the school has moved into new and larger quarters and that the prospect for a good enrollment is very bright.

C. B. Adkins, of Hartford, Conn., has been engaged as teacher of writing, commercial law and bookkeeping in the Huntsinger Business School, Hartford, Conn.

Thornton II. Lodge, formerly with the McKinley High School, St. Louis, Mo., has accepted a position as head of the School of Commerce of the Throop Polytechnic Institute, Pasadena, Cal.

C. M. Miller, of Condersport, Pa., has been elected principal of the commercial department and instructor of German in the Dayton, Pa., Normal Institute.

C. W. White, of the Sanderson School of Business, Indianapolis, Ind., is now located at Portland, Ind.

C. P. Crawford, late with Henager's Business College, Leadville, Colo., is now in charge of the Boulder & Harrell Business College, Fort Collins, Colo. Mr. Crawford is a strong penman, and is well prepared for the position he is now holding.

R. W. Clement, formerly of Boston, Mass., is now head of the shorthand department of the Nashua, N. H., Business

A new addition to the staff of the Modern Commerc'al School, Brockton, Mass., is I. C. Logan, of the University of Ottawa, Ont.

W. A. Clark, of DuBois, Pa., is now connected with the Howell, Mich., Business College.

George G. Wright, of Robert College, Constantinople, Turkey, goes to the Merrill College, South Norwalk, Conn.

Roy V. Coffey, formerly with the Brown Business Colleges, of Illinois, and later with the St. Joseph, Mo., High School, graduated from the law department of the University of Michigan in June and was almost immediately chosen for the commercial department of the Akron, Ohio, High School, while having the offer of two or three other excellent posi-

Mrs. Helen E. Long, of the Berkshire Business College, Pittsfield, Mass., has engaged with the Berlin, N. H., High School, where she will have charge of the commercial de-

Miss Flora L. Adair, a Zanerian graduate, will supervise penmanship and drawing in the Greensburg, Ind., public

The new principal of the Royse City, Tex., High School is G. P. Blackburn, recently teaching commercial work in

S. L. Romine, formerly of the Sumner County High School, Wellington, Kans., goes to the Logan County High School, Guthrie, Okla.

M. E. Skaggs, of the Clay County High School, Clay Center, Kans., has been chosen for the commercial department of the Durango, Col., High School.

The commercial work at Miner's Business Academy, Brooklyn, N. Y., will be in charge of N. J. Aikin, of Newark, N. J.

C. V. Clippinger, of the School of Commerce, Harrisburg, Pa., succeeds L. P. Bettinger in the Lockport, N. Y., High School. In the future.Mr. Bettinger will give his whole attention to his own school in Lockport.

J. B. Clark, formerly of Jacobs Business College, Dayton, Ohio, is now with the Columbus, Ohio, Business College.

Two new teachers in the Heffley School, Brooklyn, N. Y., are Mrs. Olive Brow Bailey. of Taunton, Mass., and Miss Adeline R. Evans, who has been with the Drake Business College, Orange, N. J., for some time.

The commercial department of the New Albany, Ind., Business College will be under the direction of L. E. Eichelberger, of Lancaster, Pa., for the coming year.

Miss Clara Means and Mrs. Clellie Hoover, both Ferris graduates, are now teachers in the shorthand department of the Northwestern Business College, Chicago, Ill.

T. G. Boggs, of Folsom, W. Va., is an assistant commercial teacher in the National Business College, Roanoke, Va., and E. I. Fish, of Petersburg, Va., has been engaged as head of the commercial department.

A. F. Wallace, formerly of the Pennsylvania Business College, Lancaster, Pa., succeeds B. O. McAdams in the Newark, N. J., Business College.

Miss Frances Schureman, for several years at the head of the commercial work at the Genesco, Ill., College, will have charge of the shorthand work of the Morse Business College, Hartford, Conn.

J. E. Boyd, of the University of North Dakota, is now with the High School, at Lead, S. D.

N. A. Fulton, formerly with Spencer's Business College, Kingston, N. Y., will have charge of the commercial department of Sherman's Business School, Mount Vernon, N. Y., next year.

The Drake Business College, Jersey City, N. J., has added Miss Blanche O. Peck to its teaching staff.

Annie M. Sharood, late of the Keene, N. H., Business College, is now with the Mechanicsville, N. Y. High School.

E. K. Converse, of the Elliott Business College, Burlington, Ia., goes to the Menominee, Mich., High School to take charge of the commercial work.

Miss Elsie L. Jenkins goes to the Brewer, Me., High School as commercial teacher.

Miss Charlotte R. Lowell, of Somerville, Mass., is the new commercial teacher at the Woburn, Mass., High School.

G. M. Hawes, formerly of the Fitchburg, Mass., High School, has been engaged as assistant commercial teacher in the Malden, Mass., High School, where T. T. Wilson, formerly of Illinois, is the principal commercial teacher. Mr. Hawes is spending the Summer in Europe.

W. E. Chapin, late of the Wilbraham, Mass., Academy, takes the place of C. H. Mumma at the Wakefield, Mass., High School, Mr. Mumma going to the Dedham, Mass., High School.

B. E. Wick, last year of the Glenwood, Minn., Academy, goes to the Pendleton, Ore., High School.

The Berkshire Business College, Pittsfield, Mass., which is now owned by S. McVeigh, of the Bliss Business College, North Adams, Mass., has engaged Miss Ida M. Dearborn, of the Keene, N. H., Business College, to take charge of the shorthand work.

The commercial work in the North Attleboro, Mass., High School will be in charge of Miss Frances K. McCaffrey, a recent graduate of Simmons College, Boston. Miss Mc-Caffrey takes the place of L. M. Rand, who goes to Comer's Commercial College, Boston.

Miss Ada Patterson, formerly of the Valley City Commercial School, Grand Rapids, Mich., has engaged with the Polytechnic Business College, Oakland, Cal.

W. W. Arner, of the Kansas Wesleyan Business College, Salina, Kan., is the new head of the commercial department of the Clay County, Kan., High School. D. E. Britton, another Kansas Wesleyan graduate, goes to similar work at Coffeyville, Kan., and Morris Edgar, also a K. W. B. C. man, will handle stenography in the Worcester, Mass., Business Institute.

Miss Sarah F. Wells, recently with the Drake Business College, Orange, N. J., has taken charge of the shorthand department of the Worcester School of Commerce, Worcester, Mass.

A new commercial and penmanship teacher at the Memphis, Tenn., Business College is W. P. Jones, a recent Zanerian graduate.

Two new instructors at the Spencerian Business College, Milwaukee, Wis., are John Alfred White, of the North Division High School, Milwaukee, and S. L. Lowrey, for many years at the head of the Indiana. Pa., State Normal School.

E. E. McClain, late of the Miller School, New York, will manage the Interstate Commercial Schools, Cedar Rapids, Ia., the coming year.

The shorthand department of the Business Institute, Detroit, Mich., will be in charge of B. I. Van Gilder, of Brown's Business College, Kansas City, next year.

The new commercial department in the Cheyenne, Wyo., High School will be opened by Virgil E. Anthony.

H. J. Oke, formerly with the Elliott Business College, Burlington, Ia., has been elected head of the commercial department of the Spokane, Wash., High School.

Miss Emma L. Scheffler, of the Iron Mountain, Mich., High School, has been elected to take charge of the commercial department of the Peru Township High School, La Salle, Ill.

The commercial department of the Derby, Vt., Academy will be in charge of Miss Harriet Leonard, of Malone, X. Y., the coming year.

W. B. Simpson will have charge of the Central Business College, Chevenne, Wvo., the coming year.

A new accession to the teaching faculty of the Brown's Business College, Bridgeport, Conn., is E. J. Goddard, formerly of the Cambridge, Mass., Commercial College.

Miss Susie Fox, of Wytheville, Va., goes to Palmer College, Defuniac Springs, Fla., as commercial teacher.

L. B. McKenna, for many years with the Gem City Business College, and later president of the National Business College, Quincy, Ill., has been engaged by the Illinois Business College, Springfield, Ill., of which C. N. Stockton is president and J. T. Stockton, secretary, as lecturer of commercial law and instructor of English and mathematics.

F. C. Anderson, commercial master of the Collegiate Institute, at Woodstock, Ont., is now principal of the Collegiate Institute at Vankleek Hill, Ont.

G. C. Burton, pupil of J. G. Wootton, of the Smithdeal College, Richmond, Va., will have charge of the penmanship work of this school the coming year.

Frank E. Madden, who for the past year has been employed as principal of the commercial department in Heald's Business College, San Francisco, Cal., has retired from the teaching ranks to take a position as accountant of the Western Electric Company. Mr. Madden was one of the best known teachers on the coast, and we are sorry to lose him from the profession.

Mrs. Anna M. Johnston-Crouse, late with the San Jose, Cal., Business College, is now located at Centerville, Iowa.

C. G. Prince, teacher of writing in the West Side Branch of the Y. M. C. A., New York City, has been elected supervisor of writing in the schools of Bridgeport, Conn.

Miss Sheppard is now principal of the commercial department of the San Mateo, Cal., High School. She takes the place of A. C. Cunning, who resigned to engage in commercial business in San Francisco. K. M. Clayton, a well-known teacher in Florida, has joined the faculty of the Tampa, Fla., Business College. He will have charge of the shorthand and typewriting departments.

Miss Elizabeth Bates, late of the Meadville, Pa., Commercial College, has engaged to teach at the Suffolk, Va., Business College.

H. S. Meyer goes from St. Paul College, St. Paul Park, Minn., to take charge of the commercial department of Alma, Mich., College.

Miss Alice Wagner, of the Lansing, Mich., Business University, has engaged with the Granger Business School, Aberdeen, South Dakota.

Miss Louise Binns, who taught at the Pottstown, Pa., Business College, also at the DuBois, Pa., Business College, has accepted a shorthand position with the College of Commerce, Kenosha, Wis.

H. A. Bostdorff has been added to the faculty of Tri-State Business College, Toledo, Ohio.

Miss Bessie Stewart, for some time past in charge of the commercial department of Public Schools, Peetzburg, N. J., has engaged in a similar capacity in the Public Schools of Woodbury, N. J.

Bruce T. Dougherty, late with the Pottsville, Pa., Business College, has joined the faculty of Duff's College, Pittsburg.

Miss Elizabeth M. Charles, who had charge of the commercial work at Hiram, Ohio, College, is now teaching at the Marion, Ohio, Business College.

The latest addition to the teaching force of the Merrill Business Schools, Stamford and South Norwalk, Conn., and Port Chester, N. Y., is Miss Aurilla B. Crouse, recently of Poughkeepsie and Johnstown, N. Y.

The Drake Business College, Newark, N. J., has added to its faculty Miss Lola M. Nelson, of Salisbury, Md.

D. C. Deming, of the Huntington, Ind., High School, has changed to the commercial department of the High School at Wichita, Kans.

J. R. Lamphear, of the Ferris Institute, Big Rapids, Mich., is now with the Drake Business College, Plainfield, N. J.

Chas. F. Zulauf, of the Ferris Institute, Big Rapids, Mich., is teaching in the Drake Business College, Jersey City, N. J.

K. H. Bishop, of Dixon, Ill., has accepted a position with the Allen Business College, Eau Claire, Wis.

Miss Alice Wagner, of the Lansing, Mich., Business University, has accepted a position with the Granger Business School, Aberdeen, S. Dak.

Miss Carrie Nusbaum, of the South Bend, Ind., Business College, has taken a position with the Elkhart, Ind., Business College.

C. T. Forcade, of the Gem City Business College, Quincy, Ill., recently took a position with the Drake Business College, Jersey City, N. J.

G. L. Polski, of Ashton, Neb., is with the Southern Iowa Normal School, Bloomfield, Iowa. He was educated in the school at Shenandoah, Iowa.

R. A. McNall is the manager of the business college at Washington, Pa., owned by C. Edward Presho, of Allegheny, Pa.

Chas. B. Stroudt, of the School of Commerce, Reading, Pa., has accepted a position with the Douglas Business College, Pittsburg, Pa.

E. C. Ryan, St. Paul, Neb., is the new teacher in Buena Vista College, Storm Lake, Iowa.

L. C. Kline, of Lima, Ohio, has been elected principal of the commercial department of the High School, Wellston, Ohio

Jesse J. Orr, of Kansas City, has the shorthand department in the Spencer, Iowa, Business University. W. L. Weav Lycippus, Pa., has the commercial department in the American Commercial School, Allentown, Pa.

W. D. Chai, 'Con, of the Clark Business College, Hamilton, Ont., has a see 'ed a position with the Metropolitan Business College, Cleveland, Ohio.

Ralph Benedic, of the Auburn, Me., High School, goes to the Fitchburg, Andrea, High School, as head of the commercial work.

Miss Effic Braisdell, of Clinton, Mo., is now connected with the Brandrup & Nettleton Business College, Mankato, Minn. She goes to the Winona School.

H. A. Gregg, of West Lafayette, Ohio, College goes to the commercial department of the Oskaloosa, Iowa, High School.

J. Frank Yenner, of the Warsaw, Ind., High School, is now with the Seymour, Ind., Business College.

C. H. McGuire, last year business manager of the Kansas Wesleyan Business College, Salina, has engaged with the New Era Business College, Superior, Wis.

C. J. Bennett is the new supervisor of writing in the public schools of Brockton, Mass.

John Trickey, of Lynn, Mass., takes the place of Hasting Hawkes at the Winthrop, Mass., High School. Mr. Hawkes wishes to enter the civil service, although he was re-elected at the High School at an increase in salary.

W. E. Warner, of Detroit, Mich., has accepted a position in the Sioux City, Iowa, High School.

Miss Elizabeth Van Denberg, of Big Rapids, Mich., will have charge of the shorthand department in the Heidelberg Business College, Tiffin, Ohio,

A new addition to the teaching staff of the Schissler College, Norristown, Pa., is Chas, M. Gray, of the Interstate Commercial School, Reading, Pa. J. S. C. Adamson, of the Wheeler Business College, Houston, Texas, has also engaged with this school.

Miss Richardson, of the New Bedford, Mass., High School, is now with the Brockton, Mass., High School.

Henry L. Brown, a student of F. W. Martin, Boston, has engaged with Becker's Business College, Worcester, Mass.

N. B. Good, of the Huntington, Ind., Business University, will now have charge of the commercial work of Williams's Business College, Oshkosh, Wis.

Miss Alice E. Hawkins, of Springfield, Mass., is the new shorthand teacher at the Connecticut Business College, Middletown, Conn.

H. C. Pender, late of the Raisin Valley Seminary, Adrian, Mich., has accepted a business position with the American Steam Pump Company, Battle Creek, Mich.

Roy Brackett, a graduate of the Amos Tuck School of Dartmouth College, is now in charge of the commercial work at the Portsmouth, N. H., High School.

D. S. Hill, formerly of Lockyear's Business College, Evansville, Ind., is the new principal of the commercial department of the Paris, Texas, Commercial College.

C. B. Bowerman, of the East High School, Cleveland, Ohio, and lately engaged in business in Chicago, is now head of the commercial department of the Central High School, Detroit, Mich.

L. B. Gregory, of the Petoskey, Mich., High School, goes to the High School at Brainerd, Minn., at a handsome increase in salary.

Miss Beatrice Rusling, of Bay City, Mich., is now teaching shorthand in the Du Bois, Pa., Business College.

Miss Virginia A. Ake, formerly of Banks's Business College, Philadelphia. Pa., has engaged with the Pottstown, Pa., Business College and will take charge of the shorthand department.

THE SCHOOL MANAGER'S DEPARTMENT

CHAMPIONING THE "GET-TOGETHER" POLICY

This department stands for the safe and sane management and control of the private business school interests of America. Here every school owner may express his views to the fallest extent.

ADVERTISING THAT WOULD BRING RETURNS

By E. H. Morse, Proprietor of Morse Business College, HARTFORD, CONN.



OW can we best secure large and prosperous schools? By proving to the people that we give practical, lasting value for value received. Some one has said that an advertisement is a good advertisement in so far as it convinces the people

that it is for their interests to buy your goods. Some school proprietors spend almost their entire advertising appropriation in egotistically trying to convince the public that theirs is the largest school, or that their competitor isn't to be trusted, or that theirs is the ONLY school that has the public approval, and only this and best that. Few schools think of advertising the thorough and valuable training that they give, and very few use the space they buy in the newspapers to advertise business education as the up-to-date education of the times.

Take up the advertising of most private schools the country over during the month of August and you will find it full of hints regarding the other fellow. It is surely time to quit this. The people don't want to know anything about the other fellow's faults, if such there be. They have money to spend for education. They want to put it in that kind of education which will bring them returns. Talk with the average prospect and you will find it's not so much a question of which school, but it's a question of, "Does business education pay?" or, "Shall I take up the preparation for teaching or art or music or some mechanical pursuit?" It has surely come to a time for consolidation of advertising energy. If the schools of a city, state of section would get together and agree to spend money jointly upon advertising the real value of practical business education and the demand in offices for well-trained young men and women, and leave out all reference to any particular school, they would all profit largely from such advertising, and such articles would be given better than the average position in the newspapers and be read as news, because they would be unbiased and would advertise no particular firm. When it comes hard times and money is scarce people think twice before expending it. The mud-throwing advertising of some business schools would tend to drive them away rather than attract them to invest in the education offered. The great common people of to-day are looking out for number one. If they can be led to see that their son or daughter will make a better success of life by getting a business education they will sacrifice to get it. But it is the results they want and not slandering news about the other fellow.

People, furthermore, place no higher value upon your school than the standard you place before them. If you say you can get a student through in an unreasonably short space of time and at cut rates they get the idea right away that yours is a second-class school and that the training that can be gotten in so short a time isn't worth much. It is the most advisable plan for the future success of the private business school to maintain as high a standard as its equipment and teaching force will warrant. The high school commercial courses certainly are drawing students from the private business schools. It is because the people don't know the difference. They think that they get for nothing the same education for which the business school charges a good price. This comparison we all know is fallacy. But the people don't know the difference, and how shall they know unless we tell them in well-written, unbiased newspaper articles?

Most people find out when it is too late that the three vears' high school commercial course, with its French, German, higher mathematics, some bookkeeping and a little shorthand, is not practical, but when they find out they have spent their time, and many of them cannot afford another year in a business school.

The public should be educated to the real value of the practical, condensed, ready-to-use training of the business school, and they can best be informed in this get-together method of advertising. It is not only possible, but it is the only sane thing for private business schools nowadays to form a sort of trust for the protection of their own interests, for the saving of money and for clean publicity.

The writer hopes to see this not only a sectional but a

national movement.



HAVE been reading under the heading "The all business college men.

You state that you hope to hear from Chicago, Milwaukee, Kansas City and Denver. As

I am represented in the two cities first mentioned, I will briefly give you a few of my views on the subject, which may be of some interest, and it may be the means of getting together some of the leaders in this line of business. It seems, however, the movement would have to be started from the outside, through the medium of your journal for instance, unless some of the older men would condescend to meet and talk to those who are younger, and who, through their energetic ways, which may be just as honest, secure a little more business than the older gentlemen who have been in business much longer, and think for that reason they deserve more.

I do not think that the "rule or ruin" policy has yet struck Milwaukee, but we have an over-abundance of business schools, and the tailenders are paying the penalty, especially those who begin to cut prices and lower the rates and offer catchpenny inducements. This weakness is plainly perceptible on the part of the cheaper ones, thanks to one or two good

schools that are run on a dignified plan.

As regards Chicago, I desire to state that some of our big men who are supposed to be running the good schools are ruining the business by selling the courses for less time than it takes to complete them. What is the result? we find little boys and girls taken out of the eighth grade and offered a fine education in a six months' course in shorthand and typewriting. They have not yet a foundation laid, and they are placed in the business world after a few months' training to take places as stenographers, bookkeepers, etc. True, good help is very scarce in Chicago, and the business men are somewhat to blame by taking those half educated, half baked children and employing them. They ought to insist upon a better education, but the fault lies with the business schools. We find, after investigating, one of the first abuses is to cut the yearly rate from \$120 to \$85, and terms are made to suit. One or two schools are selling the courses at this price, but the majority try to get the young people in for six months at \$50 in monthly payments. Another school sells its scholarship for two months for \$15, expecting to get them enrolled and then to encourage prolonging the courses after they have begun. One or two others allow tuition to be paid after employed.



ON SEPTEMBER 14 THE CUNARD LINER "LUSITANIA," THE LARGEST VESSEL ATLOAT—792 FEET LONG, 100 FEET (11 STORIES) HIGH AND 88 FEET WIDE—ARRIVED IN NEW YORK CITY. WITHIN A FEW HOURS AFTER IT DOCKED A LETTER WAS DELIVERED TO THE JOURNAL OFFICE FROM EDWARD LLOYD, MANCHESTER, ENGLAND. THE ABOVE CUT IS A PHOTOGRAPH OF THE ENVELOPE. "LUSITANIA" IS THE ANCIENT NAME OF A PORTION OF EUROPE NOW KNOWN AS PORTUGAL AND A PART OF SPAIN.

The most satisfactory scholarship is the one we sell for \$120, which requires about a year to a year and a half to complete. The courses enable the school to give the young people an English training, which is so necessary after learning the rules and principles of arithmetic and grammar, which seems to be their best stock in trade.

A subject which ought to interest business college men and others who sell short and cheap courses, and which is worthy of discussion, is the matter of percentages to be proportioned to different items of expense. For instance, a school is conducted on a yearly basis, it pays rent by the year, its contracts with teachers are made on a yearly basis, telephone and advertising and other incidentals are usually contracted for by the season. Therefore, in order to do justice to themselves the school proprietors ought to sell scholarships by the year. Besides, the general public wants to have the courses sold this way, and prefers a full course to a short course if it is properly approached. It is the "cheap" man or solicitor who pulls down the business, and tries to get it for six months or two months, who does the harm.

Let these proprietors determine what percentage is to be allotted to solicitors or soliciting, advertising, rent, teachers employed, light and janitor service, telephone, office clerks, stationery and books, livery, etc., besides the cost of equipment, which is usually not reckoned. Then there are incidental, as well as "accidental", expenses, which will surprise the average teacher or inexperienced business college man.

Another subject which might interest your readers, and which would be worthy of discussion by the profession generally, is for the proprietors to give their views and write articles on the subject of "How to Conduct a First-Class Business College." These different views and ideas would not only be interesting and entertaining, but valuable to the profession generally.

I, for one, am in favor of the "live-and-let-live" policy, and if you can give any information as to how the Eastern schools have gotten together and will push the subject further through your paper, I will be only too glad to co-operate with those interested. Respectfully,

O. A. HOFFMANN.

NEW SCHOOLS AND CHANGES

F.

R. BURDEN, late of the Columbia, Mo., Academy has established the Mexico Business College, at Mexico, Mo.
J. M. Reaser, of the Milton, Pa., Commer-

cial College, is now at the head of a new school which opened on October 1. The name of the school will be Ferrell's Business Institute. The courses will be very thorough and the students competent to do the work claimed by their diplomas. The Milton (Pa.) school will be run as before, and Mr. Reaser reports same as booming.

M. B. Farr, of the Alma Ladies' College, St. Thomas, Ont., has purchased the Clark's Commercial College, Newport, Ky. This school will now be conducted under the name of the Newport Business College. Prospects are very bright for a good school.

N. Reginald Fletcher, of the Wingham, Ont., Business College, has established a school at North Battleford, Sask., Canada. He states that he has a splendid class and that the outlook is very promising. Mr. Fletcher has been principal of the Wingham Business College and also of the Tavistock College.

Messrs. E. C. Harrell and R. L. Dickensheets are now proprietors of the Boulder & Harrell Business College, located at Boulder, Fort Collins, and Greeley, Colo.

The Standard Business College, Dr. Forrest, principal, is a new school in Toronto, Ont. The school will carry two departments, shorthand and commercial.

Eagan School, formerly located corner of Spring street and Broadway, New York, has removed to the new Arcade Building, overlooking Bryant Park, northeast corner of Sixth avenue and Forty-second street. New York.

P. H. Landers, formerly of the Utica, N. Y., Business Institute, and more recently of the Packard School. New York, has opened the Worcester, Mass., School of Commerce. He has secured Miss S. F. Wells, of Orange, N. J., to take charge of his shorthand department. Mr. Landers is well fitted by training and experience to conduct a first-class school for young people.

MRS. W. H. SADLER DEAD

Wife of President of Business College Expires Suddenly



RS. WARREN H. SADLER, wife of Prof. Sadler, president of the Bryant & Stratton Business College, died suddenly of heart disèase a few minutes after boarding the Merchants and Miners' steamer Ontario at Newport News last

evening. Accompanied by their daughter, Mrs. H. C. Reitz, and niece, Miss Florence Ellicott, Professor and Mrs. Sadler had been spending several days at the Jamestown Exposition, and were guests at the Hotel Chamberlain. Desiring to return to Baltimore by way of the Merchants and Miners' Transportation Company, the party yesterday afternoon went to Newport News to take the boat. They had just gotten settled in their staterooms when Mrs. Sadler was seized with heart failure and died almost immediately. The steamer had not yet left the wharf, so the body was taken to an undertaker's establishment and prepared for burial. The body, accompanied by the family, will arrive here this afternoon and will be taken to the Sadler home, on Edmondson avenue, near Bonnie Brae Cemetery, whence the funeral will be held.

While Mrs. Sadler had been enjoying good health, she had long been a sufferer from asthma. The trip on the trolley cars from the Hotel Chamberlain was tiresome, and when the station in Newport News was reached a storm came up and necessitated rapid walking to the steamer landing. It is believed that the excitement of the storm and the too violent exercise caused by the rapid walking brought on the heart trouble.

Mrs. Letitia H. Sadler was a Miss Ellicott, and was born at Medina, N. Y., but she had been a resident of this city for the last forty-three years.

Mrs. Sadler is survived by her husband, a daughter— Mrs. Harry C. Reitz—and two sons—Fairman and Warren Edward Sadler.—Baltimore News.

MRS. W. H. SADLER

The funeral of Mrs. Letitia H. Sadler, wife of Prof. Warren H. Sadler, president of Sadler's Bryant & Stratton Business College, took place yesterday afternoon from her home, Edmondson avenue and Nineteenth street.

The Rev. Ezra K. Bell, pastor of the First English Lutheran Church, conducted the services and spoke impressively of Mrs. Sadler's ideal home life. He also dwelt on the remarkable influence for good which she exercised on others.

There was a large attendance. Many beautiful flowers were received, including a cross of white roses more than six feet long from the faculty of the business college. Among those who attended the funeral was Mrs. Anna Hooker, of New York, a first cousin of Mr. Sadler and his only living near relative. The pallbearers were: Messrs. R. D. Hopkins, John L. Blake, Dr. Perry Ould, William H. Brandau, William H. Brandau, Morris Ould, James B. McNeal, Charles Husted and H. M. Rowe. Burial was in Loudon Park Cemetery.—Baltimore Sun.

HYMENEAL

E. Sumner Cook, of the Maryville, Mo., Business College, and Miss Edith L. Inman were united in marriage on Thursday, August 15, 1907, at St. Joseph, Mo. The Journal extends heartiest congratulations.

W. D. Sears is now president of the prosperous business college at Pensacola, Fla. Mr. Sears was penman and commercial teacher at the Tampa, Fla., Business College for several years.



The Above Photograph of Mr. and Mrs. Sadler Was Taken on the Board Walk at Atlantic City During the Month of August, 1907.

Miss Edith Abbott, a graduate of the commercial department of the Dorchester, Mass., High School, goes to the Wareham, Mass., High School.

The Western School of Commerce, Stockton, Cal., has engaged Miss Helen M. Tucker, of Denver, Colo.

Miss Louise Binns, of the Pottstown, Pa., Business College, has joined the teaching staff of the College of Commerce, Kenosha, Wis.

J. R. Anderson, for a number of years principal of Barnes's Business College, St. Louis, Mo., has resigned his position to become principal of G. W. Brown's East St. Louis Business College. Mr. Brown has thus added to his splendid faculty one of the ablest principals in the country.

W. C. Brownfield, of Oak Grove, Mo., will teach penmanship and bookkeeping in the Metropolitan Business College, Dallas, Tex.

Miss Florence Hamblin, late of the Brimfield, Mass., High School, goes to the Ayer, Mass., High School as a teacher of shorthand.

C. W. Clark, last year with Miner's Business Academy, Brooklyn, N. Y., has accepted a position with Warner's Business School, Elmira, N. Y.

Miss Cornelia S. Holcomb, of Springfield, Mass., is the commercial teacher in the Gardner, Mass., High School.

J. V. Dillman, of Elyria, Ohio, is now supervisor in the Connellsville, Pa., Public Schools.

A. C. Cuffey, formerly of the Lackawanna Business College, Scranton, Pa., has been elected principal of the commercial department in the City Schools of Oklahoma City, Oklahoma

Geo. A. Fellows has charge of the commercial work in the Central Falls, R. I., High School,

C. E. Kersey, of the Kansas Wesleyan Business College, Salina, Kan., is now in charge of the commercial department of the Memorial University, Mason City, Iowa.

HOW THEY BECAME PENMEN-No. 2

By E. M. Huntsinger, President Huntsinger Business School, Hartford, Conn.



OR years I have been out of the coterie of professional penmen, that whole-souled, good-natured, generous-to-a-fault class of men. I took a course in penmanship under that master teacher, A. H. Hinman, who knows how to inspire students and

how to criticise the handwriting for the best good. Mr. Hinman pounded into me that nine-tenths study and one-tenth practice made the fine penman. He is right.

I taught penmanship in connection with business branches until about twelve years ago. I am a greater lover now than ever of beautiful penmanship, whether in the form of body The boy who in.

three qualificat
guage, facility in
are the business man's trinity, the money-makers. The boy
who has this abilit

atters down the door of opportunity.

Most modern and ods introduce too many false lines and false motions, bad prepartions and some rank nonsense. Some of the present per anathip results may be safely compared with a fire sale of a dry goods store.

The business men of this land are indebted to P. R. Spencer, John D. Williams, A. R. Dunton, Peter Duff, H. W. Shaylor, H. W. Flickinger, A. H. Hinman and the great S. S. Packard for what they did for business penmanship. But the present generation is more familiar with the matchless



writing, a signature or the sinuous and bewildering beauty of the once-famous offhand bird flourish. I am a past master in all and know how to rave over the lines which are as soft as velvet and as springy as steel. To my delight, I am still able to push the pen and, when necessary, to set a dashy copy for a boy who may think he alone knows how to put the ink in the right place to tickle the retina. Sometimes I ask the penmanship teacher to take a "back seat," and I take the class and have some fun.

My success as a teacher of penmanship has been in my ability to systematize, to minimize the useless flourishes, and to employ only exercises that have a positive and direct bearing upon the skill of practical business writing. To criticise a pupil's penmanship helpfully without hurting his feelings and to supplement the copy with words of inspiration to make a boy do his best is almost a gift. I am never too busy to give a boy a lift if he is in earnest about learning to write better. It is fun to teach a boy to reel off his signature and put that arch fiend Jim the Penman into utter confusion.

H. W. Flickinger and the artistic Lyman P. Spencer and the powerful A. H. Hinman. On their lines hang beauty, grace, energy, color and life—the kind of penmanship that will not be dismissed lightly. With their copies as models one gives his whole attention to the trail.

In this era of unrest and haste pupils will not bone down to a single copy to conquer. They want the visible and tangible results without the hard work that earns the reward They want too many changes of copy.

My present touch in writing is retained by signing my business letters and superscribing some of the envelopes daily. Enclosed are some signatures I wrote yesterday.

The boy who loves fine penmanship is to be congratulated if he has a superior and orderly teacher.

My views as to the fitness of lines of permanship have changed to a greater clearness of forms, with higher values as to simplicity on the one hand and utility on the other. And in teaching I can now accomplish more real good in a twentyminute lesson than I could in two hours twenty-five years ago.

THE JOURNAL'S GALAXY OF PENMEN AND BUSINESS EDUCATORS



W. A. Hoffman, Valuaraiso, Ind.



E. J. Abernethy, Rutherford, N. C.



George Van Pelt, Crookston, Minn.



NEWS OF THE PROFESSION





A. Willoughby, Houston, Mo.



W. I. Monroe, Waterbury, Conn.



W. H. Pond, Wilder, Minn.



HE Detroit, Mich., Business University has established a course in expert accounting and auditing to be given evenings. The session begins October 1, 1907. The commercial teachers and school proprietors are becoming greatly interested in higher accounting. Every commercial teacher would find it

The editor of The Journal begs to acknowledge receipt of a very beautiful post card from Grand Pre. N. S., containing the greetings of Mr. and Mrs. C. E. Doner. Mr. and Mrs. Doner spent their summer in that beautiful region and

The Sterling, Ill., Gazette in a recent issue contains a big write-up of Brown's Sterling Business College, located at that



C. C. Curtiss. Minneapolis, Minn.



H. N. Doe, Bangor, Me.





city. The school opened this year with double the enrollment of last year. On September 6 the Patrick Commercial School, York, Pa., under the principalship of W. H. Patrick, held its gradu-

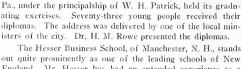


J. W. Swank, Washington, D. C.



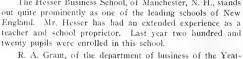


E. J. Goddard, Bridgeport, Conn.



to his profit to prepare for a C. P. A. degree.

report a very pleasant vacation.





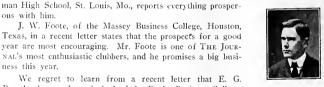
E. J. Podolak, Chicago, Ill.

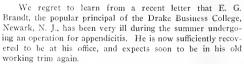


M. W. Plunkett, Centre Line, Mich.



J. W. Flote, Houston, Tex.





N. C. Brewster expects to resume itinerant teaching shortly. He has been spending his summer at Covington, Pa., leading the simple life with his garden and other outdoor

pursuits. His eye trouble seems to be lessening. Miles College, Detroit, Mich., under the principalship of Mrs. R. H. Miles, is enjoying a prosperous session. Mrs.



G. W. O'Brien, Providence, R. 1.



W. A. Middleton, Fort Worth, Tex.



J. H. Bachtenkircher,









W. H. Johns, Vandling, Pa.





G. H. Van Veghten, Poughkeepsie, N. Y.



J. T. Westcott, Prescott, Ariz.



B. J. Ferguson, Waycross, Ga.

THE JOURNAL'S GALAXY OF PENMEN AND BUSINESS EDUCATORS





C. C. Cring, Indianapolis, Ind.



Miles has recently purchased a building site and will erect a







A. R. Punke, Milwaukee, Wis



D. Crowley, Boone, Ia.



dormitory building to be used in connection with the school. This is for the convenience of young men and women coming from suburban cities who feel the need of home conveniences. We are in receipt of a circular from G. W. Wood, the well-known handwriting expert of Pittsburg, Pa. The circular

contains photographic reproductions of a number of newspaper

On August 29 the Metropolitan and Ohio Business Colleges, of Cleveland, Ohio, held their joint commencement in the Franklin Circle Church of that city. A long list of graduates received their diplomas. Addresses to the students were delivered by Rev. W. B. Slutz, of the Franklin Avenue M. E. Church, and Samuel P. Orth, of the Cleveland Board of Education. Both these schools are under the control of E. E. Admire, the prominent penman and business educator. ... D. Chamberlain, well known to JOURNAL readers, is principal

comments on some of his successful work,

of the Ohio Business School.



E. C. Harrell, Boulder, Col.





E. H. Armstrong, Grass Valley, Cal



T. B. Liner, principal of the Stonewall Commercial School, Stonewall, Okla., reports that business is good with him. He is establishing his school on high ideals and is bound to make his influence felt. His advertising is very attractive, and



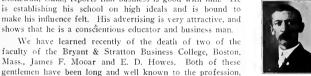
A. M. Wonnell, Big Rapids, Mich.



G. G. Zeth, Altoona, Pa.



G. P. Selvidge, Ardmore, Ind. T.



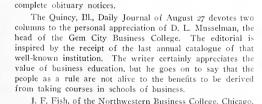


C. W. Mathews, Ukiah, Cal.



W. S. Chaffin, Akron, O.





and we trust to have sufficient information at hand to give



W. A. Rickenbrode,



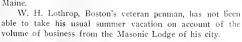
L. Broadwater, Boise, Idaho.



F. J. Atwood, Houston, Tex.

Ill., in a recent letter states that he has had the best fall opening in the history of the school. Frank B. Davis, policy engrosser for the John Hancock

Life Insurance Company, Boston, Mass., and one of the best all-round penmen in the East, has resumed his work after a very pleasant vacation at his summer home on the coast of





D. E. Shumaker, Atlanta, Ga.



N. R. Stone, McKinney, Tex.



H. K. Williams, Quincy, Ill.





P. M. Bridges, Dallas, Tex.



F. G. Allen, Fall River, Mass.



Paris Adams, Cheyenne, Wyo





CONVENTION ROOM (MARTIN SCHOOL) OF NATIONAL BUSINESS TEACHERS' ASSOCIATION:

An increasing number of schools are adopting the Isaac Pitman shorthand and "Short Course" this fall, among which, may be mentioned: Griffin's Springfield (Mass.) Business College, Coleman's National Business College, Newark, N. J.; American Business College, Minnapolis, Minn.; Metropolitan Business College, East St. Louis, Ill.; Business Systems Commercial School, Toronto, Can.; Young Men's Institute, Cincinnati, O.; Paterson (N. J.) High School; Milwaukee (Wis.) High School, Meriden (Conn.) High School, Tororington (Conn.) High School, Grand Island (Neb.) High School, Lincoln (Neb.) High School, Charlton (Mass.) High School, Glastenburg (Conn.) High School, Pennington (N. J.) Seminary, etc.

Some new adoptions for Charles E. Smith's "Practical Course in Touch Typewriting" are: "Coleman's National Business College, Newark, N. J.; Bryant & Stratton's Business College, Providence, R. I.; Central City Business School, Syracuse, N. Y.; Clark's Business Institute, Buffalo, N. Y.; Central Business College, Marion, Ind.; Simmons College, Boston, Mass.; Heald's Business College, Fresno, Cal.; Ruscoe's College of Commerce, New York City; Jones & Henderson Business College, St. Louis, Mo.; Success Shorthand School, New York City; Chandler Normal Shorthand School, Boston, Mass.; High School, Paterson, N. J.; High School, Newark, N. J.; High School, Lincoln, Neb.; High School, Paterson, Providence, R. I.; High School, Plymonth, Mass.; School of Commerce, Worcester, Mass.

E. J. Abernethy, of Forest City, N. C., will have charge of the school at that place again for the coming year.

I. H. Libby, of Comer's Commercial School, Boston, Mass., has resigned his position with this institution and is now entirely out of school work.

Eugene Lane Bunker, a commercial teacher of Laconia, N. H., returned the latter part of August from a European trip.

Miss Julia Rieser, head of the senior shorthand department of Eagan School, Hoboken, N. J., spent a delightful

summer in the "Land of the Midnight Sun" among the fiords, mountains and lakes of Norway.

L. M. Hatton, president of the Tampa, Fla., Business College, has been so occupied with his school duties that he has not been able to take a vacation. He expects, however, to take a run up to the exposition the latter part of September and will take his family with him.

The business college men of San Francisco have regular meetings, which meetings are doing a great deal of good for business college interests in that city.

The business colleges of Florida have enjoyed unusual prosperity during the past year and from the reports received "Good Times" are still in evidence. In fact, Florida has been thoroughly enlivened on educational matters, and new colleges, both private and denominational, have been organized lately. Columbia College at Lake City is a new Baptist college, which will open early in October. It is to have a well organized business department in connection with it.

Heald's Business College, of San Francisco, is preparing to move into an elegant new building that has just been crected for it in the burned district.

As stated in our last issue, J. F. Dranghon, of Nashville, Tenn., purchased the Spencerian Business College at Washington, D. C. The Draughon's Practical Business College Company now owns and conducts thirty schools, located in seventeen States. It is reported that it is their intention to establish Northeastern headquarters at Washington and open schools in Maryland, Pennsylvania and the Virginias. Eighteen years ago there was one school by the name of "Draughon," with a capital of \$50,0,000. This company opened a school on September 2 at Springfield Mo.

Mrs. Gertrude Hall, of the Bowling Green, Ky., Business University, has accepted a position as principal of the typewriting department of the Marion, Ind., Normal and Business College





PITTSBURG HEADQUARTERS, 1907 CONVENTION, NATIONAL COMMERCIAL TEACHERS' FEDERATION.

THE BUSINESS MANAGERS' SECTION AT THE PITTS-BURG MEETING

The accommodations for the Business Managers' Section at the Pittsburg meeting of the Federation have been nicely arranged by the Executive Committee, and will undoubtedly be the best we have ever had.

F. F. Showers, Stevens Point, Wis., chairman of the Section's Executive Committee, is now working on the program and will be pleased to receive suggestions from members and also from the fraternity generally.

The private commercial school men seem to realize more than ever before the importance of getting together and the advantages that would follow a close fellowship and co-operation of the schools. The time seems to be ripe for an effective organization of the private commercial schools, and for that reason, if no other, we believe the Pittsburg meeting will be the largest and most effective for good that has ever yet been held.

Let the watchword be "get together, co-operate." Let every proprietor commence planning to be at the Pittsburg meeting. Respectfully, ENOS SPENCER, President.

TEACHERS OF PENMANSHIP AND PENMEN



T is time to start the "ball rolling" for the next meeting of the Penmanship Teachers' Association at Pittsburg. Last year the enrollment of the section was increased nearly 100 per cent. This was encouraging, but instead of 105 mem-

bers, we should have at least 500. You ought to become a member and help make the organization larger, better and of more use to the profession. You can surely afford to pay the enrollment fee, even though you will not be able to attend the meeting; the report of the proceedings of the section, as well as the report of the other sections, goes to all members, and it is worth more than \$2.00 to a "live" teacher. The officers of the section and all of the old members are doing their best to make the meeting the "best ever" and need your backing.

Under the new constitution membership in any section (with the exception of the Private School Managers' Association) will be \$3.00 after January 1, 1908. Before that time the fee will be \$2.00 and \$1.50 for succeeding years. Additional sections will be 75 cents each.

One hundred enrollments before Christmas will give us a good start at the opening of the meeting; then with a good program and a little hustle we will get another 100. Don't say that you live in Maine or California and will not be at the meeting; send your enrollment fee and show that you are loyal enough to spend \$2.00 for the "good of the cause." Send your enrollment fee NOW. Don't put it off until next week or next month, but send it to-day.

At this writing, September 9, 1907, Mr. L. C. McCann, Mahanoy City, Pa., "One of the Faithful," is the only one who has renewed his membership.

Get in line and send your fee at once; remit to the secretary-treasurer, L. E. Stacy, Meadville, Pa., and your receipt will be forwarded by return mail. We have a limited number of membership certificates, suitable for framing. They will be given to those who want them and ask for them, as long as they last.

AUTOMATIC WRITING

By A. H. Steadman, Supervisor of Writing, Cincinnati, Ohio.



AN "Muscular Movement" writing be acquired by children of the first year? One might ask, with equal propriety, "Can reading, spelling and numbers be learned by the children of the first year? A correct answer to the second question,

will apply to the first, "A good start can be made, but perfection cannot be attained."

Teachers of the first grade work do not expect perfection in reading, spelling and numbers. They know the teachers of the succeeding grades have a work to perform as the child advances, why, then, expect him to make perfect script forms? Why not make a start in the right direction, teach the simple arm movements, although the forms may be erratic, and pass the child to the second grade, permitting this teacher to continue the work you have begun; this teacher to pass him on to the third grade, where more difficult drills are to be given, etc., etc.

Where this plan is followed, each teacher devoting her energy to "movement drills," so carefully graded that they are within the ability of her children, real, automatic writing results. Teachers should be satisfied with results corresponding with their grades. Eighth grade work should not be expected before the children reach this grade.

From the above it will be understood that the writer is a firm advocate of an early beginning of that muscle training which is required to give to children the ability to write automatically, that is, to write while they are thinking or what they are writing, not of how they are writing.

We should begin the work of making automatic writers in the first grade by teaching the simple arm movements, made by the use of the large muscles in the upper arm and shoulders. These drills should be supplemented by blackboard drills of similar exercises.

We should discourage the use of the finger movement in this grade because the children use their smalt muscles and are under a severe nervous strain, and because, invariably, the position assumed by the pupil, while writing with this movement, is pernicious in the extreme. By starting in the right manner, we are certain that, eventually, we will accomplish more than is possible when we permit the children to acquire habits in the lower grades which must be corrected in the upper grades.

Too much stress has been placed upon making a "pretty page." The first requisite of writing is that it shall be legible—as easily read as print. Then it must be written with a fair degree of speed. Legible writing, executed with speed always is graceful, therefore, a page of it is pretty.

Too much time has been spent in "teaching form." The lack of knowledge of form never has been to blame for the poor writing; it is poor movement, with its inevitable poor form, that should bear the odium. Forms impress themselves upon the minds of the children without special effort upon the part of the teacher. The fact that children make poor forms is not proof that they do not know good forms. Draw a picture of a daisy upon the blackboard, let the children see it, then, after erasing the drawing, ask the children to reproduce it. Their efforts will be extremely crude, but if the teacher draws another daisy upon the board every child in the room recognizes it. So it is with teaching script forms, the picture is impressed upon the child's mind long before he is able to write it.

Not a great many years since it was deemed necessary to teach the A B C's prior to making a start to teach the children to read; now we teach words, letting the letters take care of themselves. No person thinks of teaching the alphabet. As it is with the teaching of reading, so it is with teaching writing, the forms are of minor consideration; they will be learned by the time the children must use them. What is taught should be taught correctly. Teach correct movement.

It has been said that the muscles of the children's forearms are not sufficiently developed to admit of their use in the "arm movement" writing. Now, the fact is, the muscles of the forearm are not the pen-propelling power and are unnecessary to the act of writing. These muscles enable us to grasp and to hold objects, while the true writing muscles are located in the upper arm and the shoulder. Every child's arm is covered by a loose, flexible skin, and it is this loose, flexible skin, resting upon the desk, while the large muscles of the upper arm and shoulder give the vibratory motion to the pen, that enables one to write with the abandon, the swing, the dash, the speed and the graceful stroke which characterize the "arm movement" writing.

Teaching children to use the proper muscles in writing is rather discouraging work. One is enabled to see the record of their movements, which must be rather erratic, as their muscles are wholly untrained. In teaching one to perform upon a musical instrument no record is made, but we are painfully cognizant of the fact that many harsh tones and a multiple of discords are produced. In fact, we are satisfied if a series of correct tones are produced occasionally, for we know that by a continuation of the proper drills, eventually the desired result will be attained. The blots, the scratches and the poor forms made in writing are but the harsh tones and the unrecorded discords of music.



LABOR



HE three elements which enter into the cost of a manufactured product are: Materials, labor and manufacturing expenses.

A method for keeping an accurate record of all raw materials and supplies purchased, and used, is set forth under the heading of "Stock Records."

The subject of labor will be treated as applied to the two methods of costing: First—The process method. Second—The production-order method.

There are two classes of factory labor-productive and non-productive. The former class includes all labor directly applied to the production of commodities. The latter class includes all labor applicable to the production department, but which is indirectly applied to the production of commodities; thus the two classifications, sometimes known as direct and indirect labor, rather than productive, and non-productive labor. Salaries of superintendent, foremen, engineers, firemen, watchman, etc., would come under the heading of nonproductive labor. If a foreman devotes time to a specific job or process then that time is chargeable direct to the job or process, and his labor becomes partly productive, and partly non-productive (for the time devoted to supervising). If a productive laborer is put to sweeping floors, cleaning machines, etc., such time is chargeable to non-productive labor. Lost time should be charged in the same manner. In brief, only labor which can be charged direct to some specific job or process should be classed as productive labor. All other labor applicable to the production department comes under the heading of non-productive labor.

It might be well to bear in mind the three departments of a manufacturing establishment, viz.: production department, selling department, and general and administrative department.

The majority of factories nowadays are equipped with time clocks at each entrance. Each employee rings up his time when going in, and again when going out. Each time an employee rings up his time an impression is made on a paper ribbon, which is automatically wound on a wooden spool. This impression shows the exact time of entering and leaving, together with the employee's number. Each night the record for the day is taken from the clock, and it is from this record that the payroll book is made up. Factory labor is usually paid weekly. The payroll book should pro-

vide for the number and name of each employee, and the rate of wages per hour. It is well to have enough short leaves inserted between the ones which carry the number, name and rate, to last for six months or more. This does away with the work of writing the numbers, names and rates each week. The short leaves should provide six columns, one for each day, for hours worked, a column for total hours worked, a column for amount, one or more columns for deductions where rent of workmen's cottages, fuel, etc., are furnished, and in case columns for deductions are required, a column will be required for the net amount due employees.

The hours worked each day should be recorded from the time clock record.

If Saturday is pay-day, it is probable that employees will be paid for the week ended Thursday night. This is to give sufficient time for figuring up the payroll.

When labor is paid for on piece-work basis it is necessary to secure daily records from the foremen or inspectors of the different departments showing the number and name of each employee, together with the quantity of work accomplished. The cost of such work is computed and recorded in the time book, and thereafter the method of handling the payroll does not differ from the hour-rate basis.

When the payroll is made up a check should be drawn for an amount equal to the total and cashed at the bank. A payroll slip should be sent with the check showing the number of the different denominations of bills and currency required. The total of the payroll should be charged to "Payroll" account in the general ledger.

The above explanations refer only to a method of handling labor for paying-off purposes. It is now necessary to provide records for classifying labor, and methods for arriving at the cost of labor as applied to each process or job.

There are many different forms of time tickets, and several different methods for securing the time worked on each job, or process, but all work to the same end. If costs are arrived at by the process method it is necessary to secure the time which each productive laborer devotes to each process; e. g.—employee No. 65 works nine hours at grinding and grinds four hundred pounds of a given product in process of manufacture. Five others may have worked with him and consequently it has required forty-five hours of labor to grind the four hundred pounds.

(To be continued in November.)

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THE CUT IN THE SEPTEMBER NUMBER DID NOT SHOW ALL THE LINES. IT HAS BEEN RE-ENGRAVED AND REPRODUCED ABOVE.



HE JOURNAL has received during the past month a most excellent assortment of business school literature. The catalogues, booklets, and journals all show the result of not only careful preparation, but skillful printing and

judicious choice of cover paper, stock, etc.

One of the handsomest catalogues received is the Twenty-third annual announcement of the Capital City Commercial College, Des Moines, Iowa. W. H. McCauley, president; B. F. Williams, vice-president, and I. H. Carothers, secretary, are the officers of this well-known institution. Miss Mary Louise Champion is principal of the penmanship department and Miss Carrie A. Clark of the shorthand department. The catalogue is printed on heavy stock, bound in durable brown cloth with embossed gilt title page, size 8x11, seventy pages. Complete information and an alphabetical list of students occupying positions are features of the book. Photographs of the principal rooms of the schools and prominent clubs and student organizations are also given. A striking feature is the photographs of about five dozen young men graduates of the school who are engaged in the banking business.

The Michigan Business and Normal College, located at Battle Creek, Mich., C. J. Argubright, president, sends us a copy of its announcement for the school year. This is a very beautiful and practical catalogue, containing thirty-two pages, 8x11. It is well printed and gives complete information about this excellent school.

The Dixie Business College, Atlanta, Ga., presided over by H. L. Bridges and Bernard C. Ansted, issues a very creditable catalogue. The type is large and the printing carefully done. There are forty-one pages, 7x10. Several very handsome specimens of penmanship embellish the pages.

The American Business College, Allentown, Pa., O. C. Dorney, C. P. A., founder and president, gets out a very attractive catalogue. The colors of this well-known school are as patriotic as possible, being no less than the Stars and Stripes. The school is located in the Y. M. C. A. building, thus giving the pupils the advantages of the facilities of that institution. The catalogue is bound in a beautiful linen cloth, light color, and embossed in gold with the national colors. Size 8xo, forty-eight pages. It gives complete information regarding the courses of study, rates of tuition, and all the departments of the school. A neat brochure has also been received from this school containing large cuts showing the principal rooms, and also views of the city of Allentown.

We have received the announcement of Benton's Business College, New Bedford, Mass., C. E. Benton, Ph. B., principal and proprietor. This modest little catalogue, containing sixteen pages, 7x10, gives complete information regarding the school, which maintains business, shorthand and typewriting departments.

Sherman's Business School, Mt. Vernon, N. Y., sends out a well-printed announcement. The printing is done in two colors, red and black. The stock is sort of an egg-shell wood-cut paper. There are twenty-seven pages, 6x9.

R. A. Lee, of Pontiac, Mich., who has taken over the Automatic Shading Pen business formerly controlled by the Stoakes Shading Pen Company, of Milan, Ohio, issues a catalogue which shows him to be an enterprising and progressive business man. A complete list of all the pens and supplies, together with illustrations and prices, are given All interested in this line should write Mr. Lee for a copy.

W. D. Euler, principal of the Berlin, Ont., Business College, a school established eight years ago, prints a very handsome catalogue in two colors on yellow-tinted paper, containing thirty-two pages, 6x10. The catalogue from every point of view shows the result of very careful preparation of copy and faultless work by the printer.

The sixth annual catalogue of the Central Business College, Chicago, Ill., is received. W. H. Harmon and W. I. Tinus, well-known shorthand men, are at the head of this institution. The school is located in the Schiller Building, one of the finest office buildings in the city. The catalogue is practical from every point of view. Size 7x9, fifty pages. All the information that could possibly be desired by a prospective student is given.

W. P. McIntosh, principal of the Haverhill, Mass., Business College, favors us with a copy of his recent catalogue. The book is well bound, the cover being printed in two colors. It contains twenty-four pages, 6x9. Cuts and photographs of students and rooms are prominent features of the catalogue.

We have received from Sadler's B. & S. Business College, Baltimore, Md., another specimen of the printer's art to prove that they can still do good printing in Baltimore. It is a sort of tabloid catalogue, twenty pages, 4x6, giving information regarding the different departments, but the chief feature is a series of photographs of all the departments of the school. The printing and illustrating could not be improved upon.

The 1907 and 1908 annual catalogue of the Easton, Pa., School of Business, S. L. Jones, principal, lies upon our desk. Mr. Jones has had a great deal of experience in getting out catalogues, and it can scarcely be conceived how any more information could be given in the space occupied by this book. It is handsomely bound, being printed in two colors, and contains thirty-four pages, 6x10.

The National Business College, Roanoke, Va., gets out a very striking catalogue, 8x11, forty-eight pages. E. M. Coulter is the president and general manager of this splendid institution; J. M. Spencer, vice-president, and E. I. Fish, secretary and treasurer. The school is located in the Exchange Building, which is situated on one of the prominent corners of the city. The first thing that attracts the eye is a stanza of poetry, which reads as follows:

"We want no kings but kings of toil, No crowns but crowns of deeds; No royal birth, but sterling worth, Must mark the man who leads."

We take this as the motto of the school. The institution is under the control of a board of trustees, with an advisory board of directors. The middle of the catalogue is given up to a bird's-eye view of the city of Roanoke, which is certainly a very enterprising piece of work. It is a good thing to go to a good school in a good city, and Mr. Coulter evidently wishes prospective pupils to know that he has such an institution.

College journals, pamphlets and folders have been received from the following: The Record, B. & S. Business College, Providence, R. I.; The New Education, Meadville, Pa., Commercial College; Oshkosh, Wis., Business College; Southern Exponent of Business Education, Bowling Green, Ky.; Spencerian, Spencerian Commercial School, Louisville, Ky.; The Budget, Sadler-Rowe Company, Baltimore, Md.; Watson's Business College, Chicago, Ill.; Kennedy's Business' College, Macomb, Ill.; Business Success, Beutel Business College, Tacoma and Everett, Wash.; Haverhill, Mass., Business College; The Business College Journal, Port Huron, Mich.; Business University; Commercial College Journal, Williamsport, Pa.; Commercial College; Pottsville, Pa., Business College: Central Business College, Chicago, Ill.; The Montana Business Magazine, Helena, Mont., Business College; Hill's Business College, Sedalia, Mo.; Rowe College of Business, Kalamazoo, Mich.; An Ohio Girl, School of Commerce, Marion, O.; Souvenir, McPherson College, McPherson, Kans.; Glimpses of Waterloo, Waterloo, Iowa, Business College; Homestead Pa., Business College; Monroe's Business College, Waterbury, Conn.: Sherman's Business School, Mt. Vernon, N. Y.; Tampa, Fla., Business College; The Business World, Detroit, Mich., Business University.

Booklets and other advertising literature have been received from the following: Bobbs-Merrill Company, Indianapolis, Ind.; Peirce School, Philadelphia, Pa.; Juniata College, Huntingdon, Pa.; Worcester School of Commerce. Worcester, Mass.: Potter County School Directory and Institute Manual, Potter County, Pennsylvania; Cream City Business College, Milwaukee, Wis.; Kennedy's Commercial College, Eau Claire, Wis.; Waynesboro, Pa., Business School; Bliss Business College, North Adams, Mass.; Carlisle, Pa., Commercial College: Duff's College, Pittsburg, Pa.; Common-School Catalogue, Ginn & Co., Boston, Mass.



The Rational Method in Primary Writing, by J. H. Bachtenkircher, supervisor of Writing in the Public Schools of Evansville, Ind.

For twenty years Mr. Bachtenkircher has stood in the front rank as one of the foremost supervisors of writing. No one has been more successful in weeding out the superfluous, and in this paper-covered book of 40 pages, size 7x13, he has boiled down the essentials of primary writing, and arranged them in such a way that the grade teacher should have no trouble in presenting the subject successfully. The book is illustrated by photographs of actual work done by the little folks, and the blackboard work is particularly attractive.

Shorthand, by Martin' Hemmy. Published by the Kenosha Educational Agency, Kenosha, Wis. Cloth, 12mo., 128 pages. Price \$1.60 for introduction.

Soffiething new and original in the presentation of shorthand (the author calls it "revolutionary"), consisting of 160 arbitrary word and syllable signs, the alphabet, and a simple rule for omitting certain letters. Limitless phrasing and superior legibility, are claims made for this new system

that should commend the observation of students and teachers.

New Practical writing. A series of graded lessons, writing, telegrams, a viations, fints to stenographers, information about typewriting, capitals, punctuation, letter facsimile typewriting forms, etc. The Practical Text Book Company, publishers, Cleveland, Ohio.

A most complete and exhaustive guide to typewriting by touch. A practical feature of the book is a sort of connection from the top of one cover to the top of the other, so that, when open and bent backward, an easel is formed on which the book stands up in the proper position for copying. Bound in red cloth, 116 pages, 30 exercises. The first 13 lessons are given to the study of the keyboard, and each lesson is illustrated by keyboard plate. The work is carefully graded and should prove a valuable contribution to typewriting literature.

Clark's Tangible Shorthand—Self-Instructor. Marooncolored cloth, 12mo., 52 pages. The only system free of word signs. A purely phonetic system of 100 characters and 12 rules. By Frank Chadwick Clark, author and publisher, Kansas City, Kans.

This little book introduces an entirely original system of shorthand writing, in which the vowel characters are joined to the consonant strokes. The characters are photoengraved from pen-written notes, and shorthand teachers everywhere will be interested in it. It is certainly a novel shorthand production.

English Made Plain. 12mo., in blue and gilt. 180 pages. A practical and comprehensive course in the English language. By C. C. Miles, proprietor Miles' College. Published by the author at 9.2 LaSalle street, Chicago, Ill.

An intensely practical little book, in which the author has aimed to combine the parts in such a way as to show the student where the subject will be of material benefit to him. Divided into five parts: Part 1, words; part 2, senences; part 3, punctuation; part 4, composition; part 5, letter writing. In part 4 will be found a very unique paragraph on the subject of everyday idioms, explaining what many of them mean, as "A feather in one's cap," "the fat is in the fire," "put his foot into it," etc. Teachers of English should procure the work.

Writing for the Press. A manual, by Robert Luce. Fifth edition rewritten—cleventh thousand. Clipping Bureau Press, publishers, Boston, Mass.

The author has been at the editorial desk of one of the large daily newspapers of the country for a number of years. It should be found in the hands of the teachers of English in every school in the land. Only those who have been called to do this kind of work can appreciate the value of such a book. Students of business English should devote some time to the practical features connected with writing. Too often attention is paid to composition only, and nothing is said about the more general features and side issues. A glance at the table of contents will give an idea of the usefulness of the book: "Slang or Idiom," "Obnoxious Words," "Condensation," "The Long and Short of It," "The Law of Libel," "Abbreviations," "Headlines," etc.

T. Miswell.

RAPID CALCULATIONS

W. E. DOUGLAS

TEACHING PERCENTAGE - (Continued.)



N the second lesson a mental drill is used at first to spur the class into a good working mood, and this is followed by carefully selected problems, classified into groups, that conform to the arrangement of the principles in the preceding

lesson.

A few words bring before the class that, in many instances, the rate per cent at once suggests its common fractional form, and, as such, may be used more expeditiously. It is well, then, to have a fairly large table of equivalents at one's command, and the mental drill is designed to develop this. Students are expected in a few lessons to have the following table memorized:

| 90 | %=9/10 | 40 | % = 2/5 | 10 | %=I/IO |
|-------|-------------------|-------|-------------------|------|---------|
| 871/2 | %=½ | 371/2 | %=3/ ₈ | 81/ | 3%=1/12 |
| 831/ | 3% = 5/6 | 33 I | /3%=1/3 | 61/4 | %=1/16 |
| 80 | %=4/5 | 30 | %=3-10 | 5 | %=I/20 |
| 75 | %=3/4 | 25 | %=½ | 4 | %=1/25 |
| 70 | %=7/IO | 20 | %=1/5 | | |
| 66 2/ | 3% = 2/3 | 162 | /3%=1/6 | | |
| 621/2 | %=5/ ₈ | 15 | % = 3/20 | | |
| 60 | %=3/5 | 121/2 | %=½ | | |
| 50 | %=½ | 111 | /9%= I /9 | | |

As the written work is taken up, members of the class are urged to make use of the foregoing aliquots as often as practicable if they would become quick and accurate. Model solutions are frequently placed on the board to illustrate the great convenience resulting from a practical use of these aliquots, and all possible means are used to induce the students to become thoroughly conversant with them.

In selecting problems for class and home practice, care is exercised to take those illustrating every-day features that any student may meet in practical life. The following groups will give some idea of my classification:

—GROUP A---

Base and Rate given, Percentage required.

Principle: Base x Rate=Percentage.

- I. What is 35% of \$780?
- 2. If the base is 1890 bu, of corn and the rate 75%, what is the percentage?
- 3. A man having \$4,850 to invest decides to put 60% of it into real estate and the remaining 40% into live stock. How much does he invest in each?
- 4. A merchant's sales for a certain year were \$24,180. By advertising, his sales for the next year were increased 15%; what was the increase? Find the second year's sales.
- 5. A bookkeeper's salary is \$75 a month. He saves 25% of his year's salary. How much does he save? How much does he spend?

The successive steps in the foregoing from very simple work to more complex, are connected by various problems, making the change more gradual than the illustration indicates. Numbers 4 and 5 of the group bring out the fact that a combination of the base and the percentage is often necessary, and when the percentage is added to the base the result is called *the amount*; when subtracted from the base, the result is termed *the difference*.

—GROUP B—

Percentage and Base given. Rate required.

Principle: Percentage \div Rate = Base.

- 1. If \$240 is the percentage and 8% the rate, what is the base?
- 2. Fire damaged a warehouse to the extent of \$2,100. This was equal to 20% of the cost of the building. Find its cost.
- One hundred and sixty men employed in a manufactory strike for higher wages. The entire working force is thus reduced 37½%. How many men were employed before the strike?
- 4. A man writes a check for \$220, but is told that it is for 10% more than the correct amount; what should have been the face of the check?
- 5. A clothier advertises suits to be sold at 20% less than cost. If I pay \$24 for a suit, what did it cost the clothier?

---GROUP C--

Base and Percentage given, Rate required.

Principle: Percentage \div Base = Rate.

- What per cent of \$270 is \$180?
- 2. A miller purchased 640 bu. of wheat, and later found that 80 bu. of it had heated in the bin. What per cent of his purchase was damaged?
- 3. Two men enter into partnership, the first investing \$4,800 and the second \$3,200. What per cent of the total capital does each invest?
- 4. In a general store the stock of dry goods is valued at \$5,400 and the groceries at \$4,500. What per cent of the value of the groceries is the value of the dry goods?
- 5. The receipts of a fruit farm were \$2,800 in 1905 and \$3,500 in 1906. The receipts for 1905 were what per cent less than those for 1006?

Oral analyses of the more complicated problems are given by members of the class and the most practical ones commended.

The third and fourth lessons consist of general reviews of the work and principles of the first two lessons. Somewhat more complicated exercises are introduced, especially those in which the base is changed one or more times in solving; also exercises involving the use of more than one principle. Considerable time is also taken in illustrating to the class methods of proving work.

After the fourth lesson I make no attempt to group the day's work, pointing out to the students that the percentage problems of actual business life do not come with the principles attached to them. There is no time to turn to a book to look up a certain rule or case. Quick judgment and a mastery of principles are necessary, and if the students would be possessed of these the daily exercises, if conscientiously followed, will do much to make them so.

These promiscuous problems, both oral and written, are very frequently based upon information gleaned from talks with business men. Many valuable suggestions as to the class of problems met from day to day in business, as well as methods of solving them, come from such sources. These are passed on to the class in a modified form, and, needless to say, are worth far more than the usual text book work.

Upon the solid foundation thus laid the structure of accuracy and speed is very rapidly erected, and its good effects are noticeable throughout the various applications of percentage.

Comamental Writing



HOSE who mastered September's lesson will have very little trouble with Plates 3 and 4 in this issue. As stated in my last lesson, the one feature of ornamental writing that one should

strive for is a graceful line. Geometrical accuracy is not sought so much in professional writing. Of course, the shape of the letters must be beyond criticism, but, after all, it is the dashy line that pleases.

In Plate 3 we have the M, W, X and X. Endeavor to

get a full free initial or d. The shade should be cut off sharp on the base line. You will find it very difficult to strike the base line every time. Notice carefully how the second part of each of these letters joins to the first.

In Plate 4 we have the Q and Z. The shading in these two letters is nearer the middle. It should be the same width as the shading in the letters found in Plate 3. Try to strike the base line as accurately as possible. Write rapidly, and inspect each line as soon as it is written.



PLATE 3.



PLATE 4.

THE STUDENT'S OWN PAGE

this is a execimen of my business termanship while a student at the Chinago Business College which I ofice for my grade. Specimen of my business penmanship Specimen of my business penmanship The business world is after young men and women who are masters of 3. their chosen lines Many men are better known than trusted 4. Many men are better known than trusted Many men are better known than trusted Young men should respect the aged and infinity factory Taylor was the twelfthe President, 1848- Jion. Firtheren, - Therewith make applientire practional workseeperory pen pen pen pen pen pen. fen pen ben fen fen fen Gentlemen - herewith make application for a position as brokkeeper or sifice clerk in your establishment. Ada injerner more sacret than gold. And happenen more saind than gold.

Tenchers and students are cordially invited to contribute to this page, which will be made a permanent feature hereafter. The specimens this month were contributed by the following:

1. Eleanor Hunt, applied R. W. Balle thing, Cheager HI, Business College, 2. Annest L. Pachin, pupil of J. N. Fulton, International Business College, Fort Wayne, Ind. 3. Robert Pilling, pupil of H. E. Welbourne, Cream City Business College, Milwaukee, Wis. 4. Jesse E. Tuttle, pupil of J. M. Latam, Gem City Business College, Guine, Ill. 5. Chas, R. Lark, pupil of S. H. Suter, Detroit, Mich. Business University, G. Henry Carmean, pupil of C. J. Gruenlamm, Lima, Ohio, Business College, College, Charman, pupil of J. M. Tran, Central Business College, Torotto, Out. 9. This specimen was written by a lady student of the Jopin, M. J. Business College, under the Instruction of C. C. Carter. She has but one arm, and we might say no hands, as the stump which she calls a hand has but one thumb and no fingers. Sae is to be congratulated on "eyskill under these conditions.

DEPARTMENT OF BUSINESS PRACTICE BY E-O-FOLSONI

FINDING ERRORS IN TRIAL BALANCES



HE ability to trace errors quickly and unerringly in a ledger is one of the prime requisites of an expert bookkeeper. Many bookkeepers increase their regular salaries quite substantially by assisting others in finding errors in their

monthly trial balances, etc. It should be the ambition of every bookkeeping pupil to acquire ability in this line of work, and the ability is only gained through constant practice. Some pupils are so accurate in their work that they may go through an entire text book with but very little trouble with their trial balances, and thereby receive the benefit of but very little practice in checking up their work. I sometimes think that your interests are best served if you do get out of balance occasionally so that you may get this practice in checking.

Others are almost habitually out of balance, and too often want to get set right in the manner which requires the very least expenditure of time and labor on their part, as they frequently say they "Don't want to take the time to find their error because they want to get ahead with their work." They desire to have their errors pointed out to them, and sometimes are offended if their teacher, after explaining to them the proper method of proceeding to locate their mistakes, asks them to try again. Oh, if such pupils would but realize that this is just the work which they need to do if they are ever to become proficient in their chosen calling, how much more benefit they would derive from their course. I want to urge all of you to depend upon yourselves in these matters until you have exhausted every resource. Consult your teacher freely for advice as to the proper method of checking, but do the work yourself. If your heart is in your work you will soon find the work interesting, and when your ledger finally balances, after working on it for some time, it will give you a sense of satisfaction not to be realized in any other way. You will have far more confidence in yourself when you are ready to take off your next trial balance, and the difficulties will seem much less formidable.

I will give here a dialogue which is frequently heard in the bookkeeping department. Have you ever taken part in a similar discussion?

Pupil—I can't get my trial balance. Will you please check my books?

Teacher-How much are you out of balance?

Pupil—I don't know. I added up one side and when I began to add the other side I saw it wasn't coming right and I thought it wouldn't do any good to go any further.

Teacher-Have you checked your posting?

Pupil—ves.

Teacher—Did you take your pencil and actually place a checkmark after each item in the ledger after tracing it from its book of original entry?

Pupil-No; but I looked all over the work.

Teacher-Let me see your trial balance.

Pupil—Here it is, but I don't know as you can make much of it. I was in a hurry and didn't write the names of the accounts. It isn't very neat, either.

I think we can derive a few points from this discussion,

When you are ready to take off your trial balance always write the name of each ledger title neatly on a sheet of journal paper and use great care in placing the amount to the right of the title in its proper column. Never permit yourself to get into such a hurry that you omit the ledger titles, or that you fail to keep your money columns straight so that there will be no uncertainty in adding them. Any teacher will tell you that there are numerous cases each year where pupils write their figures so carelessly that it is almost impossible to add them correctly, and the pupil, as a result, spends a day or so in getting a ledger to balance which was in balance all the time.

When you are ready to add the columns, try to give no thought to whether it is coming out right or not, until both sides are added. Even if the columns do foot alike, the safe thing is to go over the additions again. If it does not balance, find exactly how much you are out of balance so that you will know the amount of the error which you are to look for. This point is so important that I wish to emphasize it by repeating: Always know how much you are out of balance.

When you are ready to check your posting from the journal, cashbook, salesbook, etc., it is useless to "look over the work" without carefully placing a dot or checkmark just to the right of each amount in the ledger as it is traced from its source. Some say, "I didn't place checkmarks in the ledger, but I did in the journal." Place them in the journal if you wish to, but it is absolutely necessary to do so in the ledger. While you are checking from the journal it is best to check each debit item in its turn and then the credit items. By so doing, you fix your thought and sight entirely upon one side of the ledger and you are not so likely to allow your eyes to wander over to the other side and check some item there simply because it is the same in amount as the one you are looking for, but which should be on the reverse side. Having checked from the journal, proceed with the cashbook, salesbook, and other books which may be introduced in your work, in the same careful manner. The advantage to be gained from checking depends entirely on your degree of thoroughness. If you check from only some of the books, or if you check with your mind on something else your time is entirely wasted. Check thoroughly. As soon as the checking has been completed inspect each ledger account in its turn, and see whether or not each item is checked. If your work has been done well and you can find an item which is unchecked it is likely to prove to be one of the causes of your trouble.

Before checking, however, it is well to apply a few simple tests which may assist you. If you should be out of balance \$256 look through your books of original entry quickly and see if there is any such amount. If there is, see whether it is posted or not. Omitting it from one side of the ledger would, of course, throw you out of balance that much. Take one-half of \$256, or \$128, and look for that amount. Posting \$128 to the wrong side of the ledger would throw the ledger off \$256. Your trouble may arise from a transposition of figures. That is, posting 16 instead of 61 or 124 instead of 142, etc.

Continued on Page 56.





S a number of professional engrossers are following this course, it has been decided that I should give two general lines of work; one the preliminary—developing the initials as in the September number of The JOURNAL—the

other, presenting practical finished work. I have, therefore, begun in this issue an album consisting of four pages. When this is finished I shall run another. These I have prepared especially for this course. Both of the albums, however, represent actual orders.

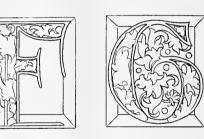
Page 1, which appears in this issue, represents what may be termed the preface to a set of resolutions. It is customary in this part of the work to simply state that at a finished up in the same manner as the initial A. The letters should be made twice as large as shown in the cut. In beginning work do not try to make letters small. You will be prevented thereby from developing the details.

All who are following my lessons should send their names to The JOURNAL office to be enrolled. A number compiled with this request contained in the last issue, and among the names received were several well up in the profession.

As to supplies: All the necessary supplies mentioned in the September number should be available in the average city, but if they cannot be had, a complete stock of the colors mentioned, including the brushes, can be had by sending to The JOURNAL office.















meeting held on a certain date certain action was taken resolutions were adopted or a letter of condolence drafted.

I shall request all those advanced engrossers who are going to follow me in this series of lessons to simply sketch this first page of the album. It should be made a little bit larger than is shown in the engraving. The original was five and a half by seven and a half inches. In the next number I will give a little further information regarding the shades and the coloring. Those who desire may finish up in any color they wish, but the succeeding pages should be in the same style.

For the beginner, I am presenting eight additional letters of the alphabet begun in the last number. They may be One-half pan of each of the following will be sent for 17 cents in stamps: Chinese white, Hooker's green No. 1, Hooker's green, No. 2, Payne's grey, Prussian blue, vermillion.

One-half pan of French blue will cost 40 cents.

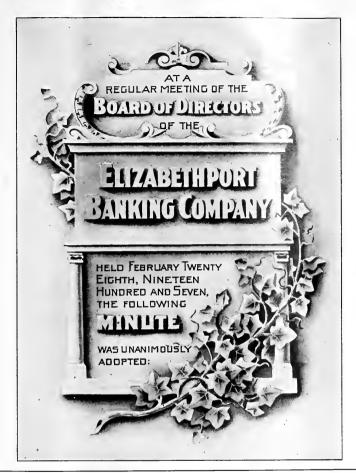
One-half pan of carmine will cost 60 cents.

THE JOURNAL office can supply any color the artist may need.

For those who wisn to use gold, a single brick of pulverized gold can be had for \$1.50.

Red Sable brushes, assorted sizes, 1 to 6, \$1.80.

Illuminating the A in the last number. Make the panel bluish green, the background in gold and the letter back of the



ornament a very dark green; the ornament in a very light green, with a mixture of Chinese white and Hooker's green No. 2. The rolls of the ornament are shaded a little darker green of the same color, and the shadows of the roll are a very dark green. The shading of this ornament must be done with a very fine No. 1 brush and in the same manner one would shade it with a pen.

Illuminate the B in practically the same manner in any colors desired.

To illuminate the C, make the balls in gold, and back of the balls put a background. Make the panel of the C a vermilion. The background may be in blue, and the panel in a much lighter blue.

Arrangements are being made to send some actual work to those following this course that they may see just what the finished product looks like when well made. For special information on this line, it will be necessary to write THE JOURNAL office.

Chinese white must be used with every color in illuminating. This is done to make it opaque. It is impossible to do satisfactory work any other way.

In November a large initial will be given showing all the shades. This is done to make the explanation clearer.

PENMANSHIP SUPPLIES

THE JOURNAL will send the following supplies by mail for the prices named: Stamps taken.

Soennecken Broad Pointed Pen for Text Lettering,

set of 11, 25c.

Double Holder for Soennecken Pens.—Holds two pens at one time, 10c.

French India Ink .- 1 large bottle by mail, 50c.; 1 dozen, by express, \$5.00.

Gillott's Double Elastic E. F. No. 604 Pens .- A me-

dlum fine pen. 1 gross, 75c.; ¼ gross, 25c.; 1 dozen, 10c.

Gillott's Principality, No. 1 Pen.—A very fine pen.
1 gross, \$1.00; ¼ gross, 25c.; 1 dozen, 10c. Oblique Penholders.-One, 10c.

NOTICE DATE THE ONYOUR WRAPPER

A NUMBER OF JOURNAL SUBSCRIPTIONS EXPIRE WITH THIS ISSUE. If yours is one of them the date on the wrapper will fully inform you. Have you not found THE JOURNAL genuinely helpful in your work? If so, would it not be wise to send us at once 75 cents for renewal or \$1.00 for subscripture to the control with the control to the angest of great majority of leading business educators? CHANGE OF ADDRESS.—Subscribers wishing to have their magazine sent to a new address should notify us promptly, giving the old address and specifying the edition, whether News or Regular.

Notices must be received one full month in advance, that all copies may be received.

BUSINESS ENGLISH

SHERWIN CODY

HOW TO WRITE LETTERS THAT PULL



HERE are a number of schools of advertisement writing that profess to teach the science or profession of writing successful advertising matter. Too often it will be found that they do not teach the science of what the student

needs to know, namely, how to use words so as to make people do things. Rather they will give admirable instruction on sizes and faces of type and on arrangement and display and supply the student with a large number of stereotyped catch phrases.

Every advertising proposition, however, must stand on its own feet if the advertising is to be successful. And the fundamental thing to know is the important principles of thinking out the business problem and how to make it appeal to the possible or prospective customer.

This is a matter of the analysis of human nature—a matter of practical business psychology. Getting the business point of view and understanding business human nature is, after all, really the surest and quickest way to learn to use effective business Englisb.

STUDY THE CUSTOMER.

The first element to be studied is the customer. Any business man who knows what the customer wants, who knows his customer's weak point and what style of talk will go most quickly to his heart, has taken the first, and by long odds the most important, step toward business success.

Too often the business man thinks almost exclusively of what he has to sell. He has spent his best efforts in devising this work or thinking out this business idea, and it seems to him the all-important thing. He feels that if he can only tell about it people will want it. He is so filled with the thought of it that it is almost impossible for him to get out of himself for a few minutes and get into the skin of a possible customer.

The man who uses words so as to make people do things above all gets away from his own point of view, so that he can understand just what the mental condition of the man is to whom he is going to write or talk. The ability to get the other man's point of view is the very essence of diplomacy, the very essence of business tact, and the very essence of success in the advertising appeal.

Take any possible customer for any special object. That customer must have certain desires. Those desires may be of a general character, and it may be necessary to develop them, so that there will be a desire for this particular thing that is to be sold! But the important thing is to know just what that desire is, and just what the habit and method of thought are on the part of this possible customer.

The way to find this out is, first of all, to go out and try to sell goods by personal salesmanship. It is not necessary that a good letter writer should make a good personal salesman, but the effort to sell personally will reveal the habits and frame of mind of the customer, and that will be of infinite value when it comes to writing letters.

Then the letter writer must be a person of imagination. He must see the customer sitting in a chair beside his desk, and when he comes to talk or write he must use words just as he would if there were a real customer sitting in that chair. The person who has that imagination is the one who

is most likely to succeed in business letter or advertisement writing, the same as in story writing.

But the conditions of letter writing or advertisement writing are quite different from those of personal conversation. The personal salesman, who can talk at all, can talk for fifteen minutes or half an hour. The letter writer must express himself in a letter that can be read inside of three minutes, or often in one minute. In 150 or 200 words he must say all that he has to say, and say it in such a way that the person who reads his letter will feel as if the whole subject had been covered.

This is what is meant by business condensation. It is the principle on which the business man convinces his letter or advertisement reader.

Condensation is not taking the full argument and going through and cutting out every other word or phrase that can apparently be spared without destroying the sense. No, it is something quite different. It consists in selecting some one or two ideas and stating them in such a way that they will seem to illustrate or stand for all the other ideas that might be expressed.

For example, a man who was selling a school book to a school trustee began to criticise the book of a rival. He called attention to the fact that the number of square miles given as the area of the State of Wisconsin was wrong, according to the Encyclopedia Britannica, which the school trustee had at hand and could look into. Then he pointed out another error of a similar character, and finally a third. Here were only three minor errors in a book, where there might be hundreds or thousands. The school book man merely said: "You see! I might go through the book and point out all the errors that I have marked here, but I will not take up more of your time."

The school trustee immediately exclaimed, "If I had five hundred votes I would not cast one for a book that contained errors of that sort!"

Pointing out three errors had done more probably than could have been accomplished by going laboriously over three thousand.

The business man often wants to know who else has beight your product. If you mention three large and importing firms and say, "and many others," the impression is very much the same as if you had given a list of 3,000 instead of three.

The whole art is one of suggestion. The most important idea is stated torsely and in such a way as to suggest scores of other ideas.

But the art of business condensation is not an easy one to learn. Usually the letter writer who does learn it is able to earn a large salary—forty to one hundred dollars a week.

HOW THE BEGINNER MAY START ON THE ROAD.

To the stenographer or young bookkeeper this analysis of the art of successful advertisement or business letter writing may seem more like a dream than a possibility.

I do not look at the matter in that way at all. In my opinion, the first thing that a stenographer ought to do is to get the business point of view. If she understands what the letter is intended to accomplish, just as if she were composing it herself, in the first place, she will be able to read her

Continued on Page 56.

Complete books now from the press

Brief course is the best.—R. M. Housten, F.d. Rus. College, Ferth. Ontario.
I must say it is the best I have ever seen.—Father Leo. O. S. B., New Subi-

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aco College,
We shall be pleased to receive forty
copies of the first nine lessons at once,
—A. O. Thomas, Pres. State Nor. Sca.,
Kearney, Neb. see of the work the better

The more I see of the work the better I like it. I consider it the best.—W. H. Myers, Hamilton, O.

Thus far we are more than pleased with the work, and desire to continue in the book without any delay.—C. N. Wilson, Antigo Bus, College, Antigo,

It is my opinion that na better text book could be placed in the hands of a pupil.—Mrs. M. Ransom. Eugene Bus. College, Eugene, Ore.

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As a whole, it strikes me as being for in odvance of anything in any other shortband method I have examined.—
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We are much pleased with the ar-rennament.—Sisters of loretto, Loretto Academy, Kansas City, Mo. It is an admirable presentation. Every word in it is valuable. I com-mend pour method of teaching.—Wm. (1) II lman, Official Reporter, St. Paul, Wisse

Minn.

O. It Ilman, Official Reporter, St. Paul, Minn.

Ste no reason whaterer for criticism.—1, t. McLaughin, Court Stenographer, cadiz, O. me that your present turbused for a partial properties of the court of the cour

It is clear, concise and yet mough for all practical purposes.-

land Stanford Junior University.

Kindly send us at your earliest convenience thirty copies of your Brief Course in Shorthand.—Srs. St. Francis, Philadelphia.

Our teachers are very enthusiastic er it.—The Keys Commercial Insti-

over IL—The Keys Commercial Institute.

1 am certainly delighted with these lessons.—C. M. Miller, Prin. Ligonier High School, Ligonier, Ind.

Am highly pleased with the progress of the students, and feel sure the same results will be experenced by others who use it.—P. T. Cooper. Hill's Bus.

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Text Book

EUCLID AVENUE AND EIGHTEENTH STREET

Company CLEVELAND, OHIO

BUSINESS PRACTICE-Continued from page 51

The amount of the error caused by a transposition is exactly divisible by 9. 61—16=45. 45±9=5. 142—124=18. 18±9=2. If the amount of your error is divisible by 9 a transposition may have caused the trouble, though not necessarily. Suppose you are out of balance just \$45. \$45±9=5. Now you may have a transposition of any two figures whose difference is 5; as, 5 and 0, 6 and 1. 7 and 2, 8 and 3, 9 and 4. You glance through your ledger looking for any one of these combinations and find an amount of \$261. You trace it back to the cash book and find that the amount there is \$216. Posting it as \$261 has thrown your ledger out of balance just \$45.

Applying these tests will frequently disclose the error in a short time. However, your trouble may arise from several sources, in which case a careful checking of your posting is necessary. In case of trouble, then, with a trial balance we will recapitulate by saying: Add your trial balance again. See that you have transferred properly from ledger to trial balance sheet. See that your ledger accounts have been footed properly. Apply the various brief tests with which you are familiar. Check your posting.

After understanding thoroughly the processes mentioned above you cannot afford to ask for any assistance until you have thoroughly applied them.

This month some questions pertaining to the trial balance are given. Let the answers come:

1. If a trial balance "balances" is it a sure proof that your work is correct? If not, why not?

2. You sell Geo, Menke some goods on account. In making out the bill and entering the sale in your salesbook you charge Menke by mistake with \$390 instead of \$400, the correct amount. The error is not found until you attempt to make a trial balance. Has the error thrown your ledger out of balance?

3. You sell goods for eash and no record of any kind is made of the transaction. Is your trial balance affected? What account would be affected?

4. This is frequently heard: "I can't get my trial balance. I think some of my sales must have been figured incorrectly or 1 must have left out some journal entry." Is this line of reas ning logical?

5. Suppose that in footing your salesbook at the end of a month you add in the footing which was posted the month before. What effect would this have on your ledger?

It is my earnest desire to come in touch with as many readers as possible and to make these articles interesting to all of you. I shall present propositions in brockkeeping and arithmetic from month to menth which will be adjusted to your degree of advancement. They will be, by no means, propositions in higher accounting for teachers and bookkeepers. The best solutions received will be published in future issues of the Journal, credit being given to these sending them. This month, I present a very simple trial balance, but to obtain some of the results shown therein at least two principles of bookkeeping have been violated A discussion of the errors will be a fine review for y u in some of the rules for debits and credits. What is wrong? a hope to have responses from many.

| A. W. PLAY'S TRIAL BAL | ANCE. | |
|------------------------|----------|-----------|
| A. W. Hayes | | 5340 |
| Cash | 0.38.24 | |
| Merchandise | 3875 | |
| Expense | . 370 | |
| Accounts payable | | 315 |
| Accounts receivable | . 1418 | |
| Bills receivable | 1261.24 | |
| Bills payable | . 315 | |
| | 86916.24 | \$6916.24 |

BUSINESS ENGLISH-Continued from page 54

notes much more readily than if she takes the dictation down blindly. Many business men make it a rule, and insist upon it, that a stenographer shall never take dictation on any subject which she does not understand, and if there is a word or phrase which seems strange she is told to stop and ask what it means.

And then, as soon as a stenographer catches the business point of view, she is able to make many little corrections and improvements in the wording of a letter. This she should never do unless she is perfectly certain that her efforts are in the right direction. But if she masters the business point of view she will soon be able to do many little things of this kind that will be cordially appreciated.

And in these days, when business is done so largely by mail, the number of letters received in a business office is so very large that it keeps every one hustling to get them out promptly.

Under such conditions the stenographer who has caught the business point of view and knows just a little about salesmanship is able to write without dictation scores of the less important letters, and this leads in time to a position where she is able to dictate and where she gets the salary of a dictator.

The same is true of the young bookkeeper. Many little business twists are coming up all the time in his department which should be straightened out. The bookkeeper who shows an aptitude for writing a pleasant letter to straighten out a little difficulty will soon find that he is getting on, and that when a better position is open he is considered in the filling of it, and after a while he will get a better place.

There are many teachers who seem to think it a great mistake to get quickly on to advanced subjects. They say you ought to begin with the elements and stick pretty closely to them until you are a thorough master of them.

Of course, the elements should not be neglected. I would not have any young bookkeeper wasting his time thinking about how the manager should run his office, when he cannot add up his columns correctly and is making mistakes in figuring his interests.

No, those little things, such as correct additions and correct entries, good spelling and good punctuation, must come first, but close on their heels should come also a thoroughly intelligent understanding of what the business is trying to do, of what success in that business consists, and how to get it. This business point of view will make even the spelling and the adding and the business entries easier and quicker. It will make the routine far more enjoyable, and the results will be more sa'ary and better work.

THIS IS THE CLUBBING SEASON

October is pre-eminently the big clubbing month of the year. Every teacher should send in subscriptions to begin with the September number. We still have several hundred copies on hand. First come, first served.

Teachers should not forget to include their own subscription for the News Edition. This month's issue is a sample of what the remaining ten are to be.

"Tact is the knack of keeping quiet at the right time; of being so agreeable yourself that no one can be disagreeable to you; of making inferiority feel like equality."

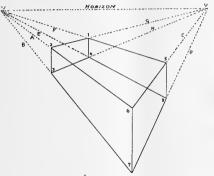
"A dirty shirt may hide a pure heart, but it seldom covers a clean skin. If you look as if you had slept in your clothes, most men will jump to the conclusion that you have, and you will never get to know them well enough to explain that your head is so full of nolle thoughts that you haven't time to bother with the dandruff on your shoulders."

PEN DRAWING AND ILLUSTRATING VALENTINE SANDBERG



TRUST that every one got along nicely with lesson No. 1. in the September JOURNAL, and I should be pleased to see specimens of the work done by those who are following this course. Those who got out exceptionally good speci-

mens are invited to send their work to The Journal office. This month we continue our lesson in perspective.



LESSON 2

In the above plate we have two vanishing points. Place one at both ends of the horizon as indicated. Now place an oblong box on the table in front of you with its vertical faces inclined toward you. Draw the nearest vertical edge from 6 to 7. You may make this line of any length. The lines from A to C and B to D should meet on this line. It makes no apparent difference how far from the horizon these lines are. Next compare lines from 5 to 8 and 2 to 3 to ascertain their apparent proportions with the line from 6 to 7. These lines will intersect at points 1 and 4. Draw the vertical lines from 1 to 4, 2 to 3 and 5 to 8, and your box is complete.

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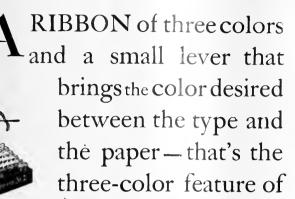
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ENGRAVERS' SCRIPT

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HE first shaded strcke of o, a, c and c is practically the same. Shade o, a and e slightly on the right upper side. Make dot on c and wedge shade en r last. The second part of s is an inverted c. The extension of the hairline on top

may be slightly shaded or not, as desired. The s may be closed at the bottom or left slightly open. Observe that all beginning strokes commence a trifle below the baseline.

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> Criticise your work and observe the details, the relation of the strokes, the blending of shades and the different weights of same. See if the slant and spacing are uniform and the hairlines all connected. Study of the forms is as important as the practice of them.

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VOL. 32

NOVEMBER, 1907

No. 3



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The one thing of which The Journal is proudest is that nine-tenths of the school proprietors and teachers that take the trouble to put it in the hands of their students at the clubbing rate think enough of the paper to send in their own subscription year after year for the News Edition at one dollar.

THANKSGIVING



F all the feast days set aside for annual celebration none is more characteristically American than Thanksgiving. While many of our other holidays, some of them patriotic and others religious, have become more or less debased be-

cause of the fact that they are frequently given to sports and revelry, Thanksgiving has retained its original significance. This is especially true in the New England States, where, in 1621, after a year of suffering and privation, which we of the present time can scarcely appreciate, the Pilgrim Fathers set aside a day as an expression of their gratitude for the material blessings enjoyed during the year. It is a commendable trait of human nature that, despite vicissitude and deprivation. we can always find abundant cause for gratefulness, and we trust that our Thanksgiving sentiment this year voices the feelings of all our readers.

THE MIGRATORY PEDAGOGUE

No one has ever been able to offer a satisfactory explanation of the annual migration of our feathered neighbors, yet every one is familiar with the coming and going of the birds which make their homes in certain sections of the country during a portion of each year. The little hummingbird of the tropical Orinoco valley may be found within a short space of time on the coast of far off Alaska, and birds spending their summers in Germany are equally as well known on the southernmost cape of Africa.

There is another migration which takes place annually among the commercial schools of America which is quite as numerous in proportion to the total number involved as in the instance of the birds. In our News Edition we record each month these changes under the title of "Movements of the Teachers"

The school year nominally ends the last of June. Between that time and September 1 it is not unusual for scores of teachers to travel half way across the continent at an expense amounting to more than one-tenth of their annual income. And when September 1, 1008, comes around many of these same teachers will be found to have again located in another section.

How many of these changes take place of which we do not hear, one can only conjecture. The number recently mentioned in our magazine is as follows: July 39, August 26, September 62, October 105.

Now we ask, "Why all this?" Has not the commercial teacher sufficient personal following to make permanent tenure worth while to the school? Or are his domestic faculties so little developed that he does not readily become attached to one particular school or city?

Who is there to venture at least one good reason?

NEWS EDITION BULLETIN

Our News Supplement this month is especially interesting and valuable. Aside from the vast amount of professional news contained in the permanent department of Movements of the Teachers, New Schools and Changes, News of the Profession, Hymeneal, Obituary, Convention News and Notes, Who's Who in Penmanship, Names and Addresses of Recent Journal Visitors, the Galaxy of Leading Penmen and Business Educators, including photographs, names and addresses, we have some very timely articles by well-known members of the profession.

Among these are: The Teaching of Interest, by W. E. Douglas, Wilmington, Del.; Cost Accounting, by Bentley & Laird, Hartford, Conn.; How I Became a Penman, by W. E. Dennis, Brooklyn, N. Y.; The Get Together Policy, a new department devoted entirely to the interests of school owners and principals. In this department we begin a series of articles on The Management of a Business School in a Medium Sized City, by A. F. Harvey, Waterloo, Ia.

The News Edition is \$1.00 a year, and every teacher, school principal and school proprietor should have it.

JOURNAL "ADS" BRING RETURNS

"We have already received several replies to our advertisement.

"HOME CORRESPONDENCE SCHOOL, Springfield, Mass."

"Am receiving many replies to my ad.

"M. B. MOORE, Morgan, Ky."

"I am receiving several replies.

"R. J. BENNETT, Detroit, Mich., Business University."

"The cover design by Mr. Marlatt is certainly the richest that ever adorned any penmanship publication. It is a marvelous piece of work, and if you were to travel the United States and Canada, I venture to say that you would find this design in the scrap-books from North to South and East to West. The cover design is not all there is to the publication. You are making it better and better each issue, and have my sincere well wishes.

"F. W. MARTIN, Boston, Mass."





UR lessons up to this point have been only one space high for the small letters. This month we take up the extended letters. You will find these much more difficult than any you have yet had, and I advise a very great deal of practice on the straight line exercise. At least twenty minutes every day should be devoted to the movement drill preceding plates 24, 26, 27, 29 and 30. Let the arm move freely in and out of the sleeve. Draw all the straight lines toward you, and be careful that they do not wabble around.

Make them straight. Always bear in mind that in the movement drills especially, the fingers should not act. Be particular to keep the wrist quite flat and raised at least one-half an inch from the desk. No part of the hand must touch the paper, save the ends of the three little fingers of the right hand. The hand hold the paper by resting on the upper left hand corner. The right forearm should rest across the blue lines at right angles. Count every down stroke, and count rapidly. It is necessary that the lines be drawn quickly in order that they shall have the proper strength.

No student who expects to become skilled in business writing sufficiently to warrant his offering his services should expect to succeed unless he devotes from one to two hours every day to his writing. This is in addition to the time devoted to the calisthenics of writing—movement drills.

PLATE 24.

Here we have one of the most frequently occurring small letters in the alphabet. Study it carefully. Two forms are given; the first to be used at the beginning and in the middle of words, and the latter to be used at the end. The latter is difficult to make, for the reason that there is an inclination to curve the down stroke. The down strokes of these two letters are identical. Make the t twice as high as the letter i. If you cut off the top of the first t you will have the i. After practicing the straight line exercise take up line 1. Make at least a page of it, and then lines 2, 3 and 4. One page of each line should be made. The words time, mutter and mint will afford an opportunity to write the t initially, medially and finally. Watch the spacing between the letters. Keep it uniform, and be sure to write at a rapid rate.

PLATE 25.

If you have mastered the t, you will not have much trouble with the d. Notice that the last part of the d is like the t. If you look carefully, you will see the small a complete in this letter. Cut off the top part of the staff of the d or lay a paper over it, and you will have a perfect a. The oval part of this letter is made one-half as high as the entire letter. Watch the down stroke to keep it straight, and do not begin the finishing up stroke until you have touched the base line. This is the vital point in this very useful letter.

and dured purpose prompt

PLATE 26.

This letter is much more diffcult than the two preceding. Two styles are given. The reason it is more difficult is that it not only extends two spaces above the line, but two below as well. If you turn it upside down, you will see that the oval is just like the a. Practice this very carefully, and see that the oval part is on the right slant. The straight line drill will help you to make this letter. You should not have very much trouble with it, especially the one which has the loop below the line. This letter is recommended for very rapid business writing. Get as much freedom and strength into your work as you can possibly do. The words I have selected are carefully chosen. You will find the letter used in all combinations possible.

PLATE XXVII "com mercial commercial com PLATE 27.

We now take up a new series of letters considered by many the most difficult of all the small letters; namely, the upper-loop letters. The reasons these letters are difficult are various. Not a single one, however, should discourage the ambitious pupil. Try to discover one or two reasons yourself. Let me suggest some. First make a line of the small 1. Are all the loops the same height? Are they all the same breadth like a set of boat oars? Does the straight line in every letter come straight to the line? Do the lines cross at the same height above the base line? Is the beginning point the same distance from the point where the straight line touches the base line the same in all letters? Line 2 will prepare you for the l. First begin with a straight line, and then as the hand progresses to the right, let it change into a full oval. Make the oval, however, very narrow. The words are becoming a little more difficult, as you will perceive. Do not let this discourage you and, above all things, do not fail to criticise the letter, especially the one you are practicing on

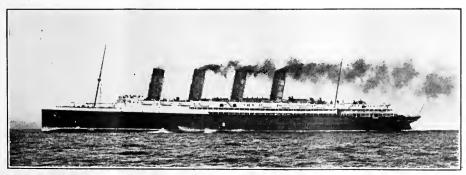
witter better better

If you were to erase the last part of the b, you would have the first part a to b. The last part of the b we practiced on in the October lesson in the a and a. The easiest way to make this letter, therefore, is to try to make an b and a and a and a in the letter a is to make the lower part too wide. It should be as nearly the same width as the upper loop as it is possible for you to make. This point should be worth a great deal to every student.



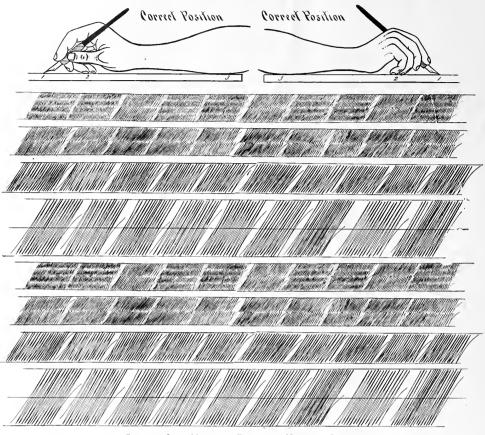
Here we have another loop letter. It is not so difficult as the b, for the reason that it goes straight to the base line, the most difficult point of all the loop letters, and then the return is pronounced and definite. You finish just as you did in the small n. The lower part of the letter is a little bit wider than the loop—about 50 per cent. wider. Keep the second down stroke parallel with the first. Make a full page of every line. Remember one thing, that while you may understand a letter and know a good letter when you see it, it is an entirely different matter to make it. One might know good music and might know good literature, but not be able to reproduce it. In writing you are supposed to be able to reproduce, and your conception of form is usually judged by the product of your hand.

Here we have a very peculiar letter. It is quite different from every other letter of the alphabet. The difference lies in the little finishing turn. This peculiar combination is the result of trying to make a capital K without lifting the pen. Take your pen and make a capital K with a straight down stroke and the two angular strokes to the right. Now trace this capital you have just made without lifting the pen, and you will see that you have made the last half of the small k. The width of the letter on the base line is the same as the small k, but it is a little bit higher in order to come up over the second down stroke. The second down stroke you will notice is parallel with the first down stroke, just as it was in the k. In fact, if you will cut off that little pitcher handle on the k or cover it up with your finger, you will have a perfect k.



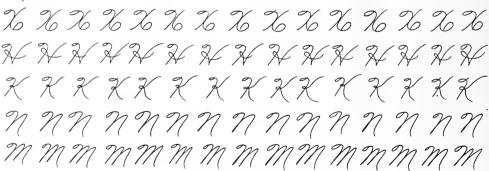
THE GIGANTIC STEAMSHIP "LUSITANIA."

SUPPLEMENTARY COPIES



STRAIGHT LINE MOVEMENT DRILLS FOR NOVEMBER PRACTICE.

Exercises on the one-quarter, one-half, one-space and double space straight line exercise. Make the lines as straight as possible.



NOTICE THE DATE ON YOUR WRAPPER

A NUMBER OF JOURNAL SUBSCRIPTIONS EXPIRE WITH THIS ISSUE. If yours is one of them the date on the wrapper will fully inform you. Have you not found THE JOURNAL genuinely helpfulf in your work? If so, would it not be wise to send us at once 75 cents for renewal or \$1.00 for subscription to the News Edition, and we will enroll you on our Professional Lists, which contains the names of a great majority of leading business educators? CHANGE OF ADDRESS.—Subscribers wishing to have their magazine sent to a new address should notify us promptly, giving the old address and specifying the edition, whether News or Regular. Notices must be received one full month in advance, that all copies may be received. Do not bother the cubber or teacher who sent in your subscription, but write to this fiftee direct.

Commental Writing

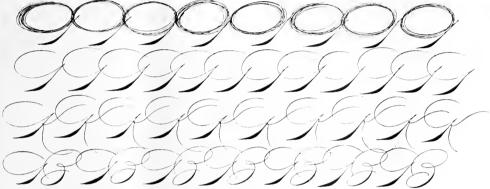
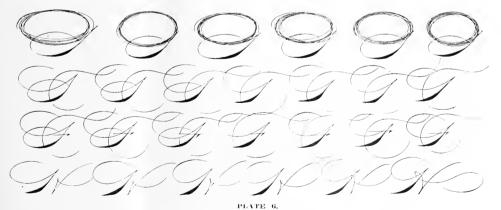


PLATE 5.

E introduce a new oval in the plates this month, the initial horizontal oval. Let the pen travel around ten times, and then bring it down quickly with a snappy shade on the base line making the capital stem. Make from ten to twenty pages of the first line in Plate 5 before going any further, and then any number of pages should be made of the second line. Do not forget what I stated in the last issue about giving the appearance of grace and dash to your writing. The only basis for ornamental writing to claim attention is its pleasing effect, and no matter how accurate your work may be if it does not have this it is valueless. The stem

is its pleasing effect, and no matter how accurate your work may be, if it does not have this, it is valueless. The stem part of the capital B is about two-thirds as high as the oval part. Watch carefully the width. The last letter in Plate 5 will give about the right proportion. The beginning part may or may not cross the first. Some prefer one way and some another.



Here we have a different beginning stroke. This is simply for variety. Two styles of F are shown. The latter is preferred for an initial to a proper name, and the first can be used in the body of the letter. The H could be placed in the same plate with the K, inasmuch as its beginning and ending are similar to the latter letter. Watch the horizontal ovals. In line 2 the beginning stroke and the finishing stroke are parallel, and in executing this move-

ment, strive to attain that end.

FOR THE CARD WRITER

CARD WRITING



NOTHER installment of the masterful swings of the Madarasz card. The popularity predicted for this course is even greater than anticipated. Do not forget that this course in eard writing is primarily for the top notcher in

of cards. Another installment will appear in the December number.





FLOURISHING



R. MOORE contributes two more of his beautiful flourishes in this number. We are very anxious to see what some of the penmen can do in this practical line of flourishing. The one who does not see the exquisite beauty in the

graceful lines produced by Mr. Moore certainly has an unappreciative eye. To the amateur endeavoring to imitate these flourishes, the following hints will prove helpful: First determine the main strokes in the flourish. For this purpose



it would be a good plan to trace the flourish on tissue paper. This will give you their relative distances apart. The filling in, while extremely difficult, is entirely secondary to the main outline. After the flourish has been traced, reproduce it with a pencil on a larger scale. Criticise your work and try again.

"Education is about the only thing lying around loose in this world, and it is about the only thing a fellow can have as much of as he is willing to haul away. Everything else is screwed down tight and the screwdriver lost."



BUSINESS ENGLISH

= SHERWIN CODY:

\$\text{\$6.00} \$\



WHAT TO READ AND HOW TO READ

HE ability to express one's self in a letter comes in no small degree from the habit of reading the best literary models.

It is true that business English is quite different from literary English. Business English is simple, direct, straight-from-the-shoulder talk, while literary English is far more complicated and has an esthetic key of its own.

Nevertheless it is true that all the devices of using words so as to produce results upon those who read have originated with the literary composers.

So, while you would not write a letter in the style of Irving, Scott or Thackeray, by reading these authors, you will inevitably learn a very large number of devices in the use of words which can be employed with effect when you are writing letters.

Above all, it is by reading and reading alone that one develops an instinct for the shades of meanings of words.

In this day and age we seem to be able to read nothing but newspapers, and newspapers are about the worst thing we can read for the development of an effective command of English. Newspapers are written very hurriedly by many different persons, very few of whom, if any, have bad an adequate training in literary style. They have attained merely a fluent facility which enables them to fill up space with words. They have to be plain and simple so that everyone will understand them, and that is the great good thing about newspaper style. But that does not make newspapers good models.

Unquestionably one ought to read the newspapers, but it is of the greatest possible importance to form the habit of reading something that can be regarded as a masterpiece of English.

There is an idea in the minds of some that the reading of masterpieces of English means a dull grind. This is far from being a fact. Once form the habit of reading standard literature, and it will be found to open up a great and beautiful world which before was closed to us. A proper selection of poetry, essays and fiction that is standard will be found to be thoroughly enjoyable, and unless it is enjoyable a mistake has probably been made in the selection.

It is an interesting fact that nearly all great prose writers have at some time trained themselves in the writing of poetry or verse. So, although poetry is just as far from business letter writing as any form of language can be, nevertheless I strongly recommend the reading of poetry if any can be found which can be read with real pleasure.

Poetry is written very much more carefully than any other kind of literature. Every word has been thoughtfully weighed and put in its place because that word and that alone would serve the purpose. While great poetry is often an inspiration, nevertheless great poets have studied over their work and revised and rewritten it more than any other class of authors

The most striking thing about a poem, if it appeals to you at all, is that you enjoy it the more the oftener you read it. It sometimes happens that you do not fully understand it until you have read it three or four times, and in the reading of

poetry it is best to make a very careful selection of the poems you like best and read them often, rather than try to read merely once a larger number of poems of which you know nothing.

Probably the highest development of prose style is to be found in the essay. I once prepared a volume of the best English essays, in which I illustrated all the important phases of English prose, and that book has been used as a text-book in many universities for classes in rhetoric.

In the essay you seem to find the different kinds of prose perfectly developed by themselves.

For instance, in Macaulay you find the balanced structure developed to an extent that makes his mastery of it well nigh perfect. You will not find a similar use of it in any other writer.

No other writer has developed impassioned prose to the extent that De Quincey did.

Lamb had a peculiar whimsical humor in his style that has never been imitated.

There are many people, however, who do not care much for poetry, and essays are seldom read steadily and persistently. One enjoys them more if taken a little at a time.

It is the novel that is read most universally and that is most universally enjoyed.

Some people do not care for Scott; or Dickens, or Thackeray, but it would be very difficult to find any single person who has ever read any considerable amount of these writers who does not like one or the other.

In the reading of novels for a command of style, it is mecessary to avoid translations. Great as Victor Hugo's Les Miserables, Dumas' Three Musketeers or Monte Cristo, and Balzac's Pere Goriot, may be, the fact that they have been translated from the language in which they were written into English by some inferior writer, very largely spoils their availability for the development of English style.

At the same time, the language used by the older English writers is not so good for the modern student as the language of more recent writers. Robinson Crusoe has a simplicity of style that has never been equalled, and that is a good book to read, even now, but Richardson, Fielding, and Addison are much less valuable to the student of modern English style than Thackeray, for example.

As far as the use of language and literary expression are concerned, Thackeray probably stands at the head. Nothing can be wiser than a persistent reading of Vanity Fair, The Newcomes, and Henry Esmond.

Next to Thackeray, probably, stand Hawthorne and Irving.

Scott had no such finely developed style as Thackeray, but he is an excellent writer to read if you like his stories. There are many of these novels of his, and they are all interesting, so that one scarcely has an excuse for not reading at least some of them.

Dickens is not admired by the critics particularly for his style, but there is no question that his writing is immensely effective, and if you like Dickens, certainly read Dickens as much as you choose.

If you change off occasionally to Scott, or Thackeray, or Hawthorne, or Irving, you can hardly read Dickens too much.



EDITOR'S SCRAP BOOK



E have received from the pen of H. D. Goshert, Columbia Commercial College, St. Louis, a page of ornamental signatures and a letter written in the Engravers' Script style. These specimens rank among the best.

C. E. Baldwin, of Hill's Business College, Sedalia, Mo., swings a skillful ornamental quill, as is shown by a batch of cards sent us.

From a recent letter received from J. N. Fulton, the penman of the International Business College, Fort Wayne, Ind., we note that he is master of a splendid business hand.

N. R. Fletcher, of North Battleford, Sask., Canada, sends us specimens of his flourishing and ornamental writing that make a very creditable showing.

W. S. Morris, of Hebron, W. Va., contributes several pages of pen drawing to our Scrap Book this month. The work is very well executed.

That E. H. McGhee, of the Horton-Large Business Institute, Trenton, N. J., swings a skillful pen is evidenced by the specimens of ornamental and business writing he has sent us.

From E. K. Isaacs, Woodbury Business College, Los Angeles, Cal., come some very beautiful ornamental signatures.

A number of cards have been received from S. C. Bedinger, Hill's Business College, Sedalia, Mo., that are a delight to those who appreciate the ornamental style.

J. G. Christ, of Lock Haven, Pa., still stands in the front ranks when it comes to a nicely written ornamental letter.

J. D. Valentine, of Pittsburg, Pa., contributes some ornamental cards of artistic merit.

We have received from J. F. Caskey, of the Haverhill, Mass., High School, some dashy cards executed in the ornamental style.

P. E. Holley, the old-time penman, of Waterbury, Conn., sends us a packet of very daintily executed work in the ornamental style. No one can equal this talented penman in this branch of pen work.

H. W. Strickland, of Goldey College, Wilmington, Del., favors us with several signatures in the Engravers' Script style. Mr. Strickland is very talented in this branch of pen

We have received from J. G. Frey, of Cleveland, Ohio, a copy of his booklet, "Pen Art," which contains four full pages of artistically executed eards, both white and colored. Some of the cards are written in gold, silver and colored inks.

C. M. Miller, of Condersport, Pa., writes a very creditable ornamental style, as is shown by signatures recently sent us.

Letters written in an attractive ornamental style have been received from the following: C. B. Adkins, Hartford, Conn.; J. T. Evans, Wilksbarre, Pa.: Fred Lafontaine, Bristol, R. I.; W. C. Twining, Cerry, Pa.

Letters written in a model business style have been received from B. Lalime, St. Hyacinthe, Que.; Frank Hook, Philadelphia, Pa.; Harold W. West, Trenton, N. J., G. G. Hoole, Columbus, Ohio; G. W. Paulus, Grand Rapids, Wis; J. M. Tran, Toronto, Ont.; John F. Siple, Philadelphia, Pa.; C. S. Chambers, Walton, Ky.; R. A. Bivin, Little Rock, Ark.

Superscriptions of more than average grade in both the ornamental and business styles have been received from the following: W. Meehan, Brooklyn, N. Y.; Frank Hook, Philadelphia, Pa.; J. D. Valentine, Pittsburg, Pa.; A. C. Sloan, Toledo, Ohio; C. C. Lister, New York, N. Y.; T. J. Risinger, Utica, N. Y.; E. A. Hall, Pittsburg, Pa.; John F. Siple, Philadelphia, Pa.; J. W. Herbert, N. Adams, Mass.; D. Elston, Edmonton, Canada; H. K. Williams, Quincy, Ill.; Edward Toby, Waco, Tex.; T. C. Knowles, Pottsville, Pa.; M. B. Moore, Morgan, Ky.; G. H. Walks, Brooklyn, N. Y.; P. L. Greenwood, St. Paul, Minn.: L. M. Hatton, Tampa, Fla.; E. J. Abernethy, New London, N. C.; E. S. Lawyer, Columbus, Ohio; B. J. Ferguson, Wayeross, Ga.; J. J. Bailey, Toronto, Ont.: O. E. Hovis, Springfield, Mass.; H. W. Ellsworth, New York; H. P. Behrensmeyer, Quincy, Ili. O. J. Hanson, Grand Forks, N. D.; Fred Lafontaine, Bristol, R. I.; J. F. Caskey, Haverbill, Mass.; J. H. Bachtenkircher, Evansville, Ind.: R. W. Ballentine, Chicago, Ill.; Bert C. Hoyt, Barlow, N. D.; H. W. West, Trenton, N. J.; R. H. Bond, Macon, Ga.; T. J. Stockton, Springfield, Ill.; G. W. Paulus, Grand Rapids, Wis.; Fielding Schofield, Chatham, Mass.; A. M. Wonnell, Big Rapids, Mich.; C. B. Adkins, Hartford, Conn.; B. F. Brown, Enid, Okla.; R. L. Harman, Akron, Ohio; P. E. Holley, Waterbury, Conn.; J. M. D. Crummy, Hamilton, Canada; C. M. Miller, Coudersport, Pa.; G. W. Weatherly, Joplin, Mo.; E. A. Young, Brooklyn, N. Y.; Wm. Moran, Charlottetown, Canada; W. A. Millman, Alberton, P. E. I., Canada; D. L. Chapman, London, Ont.; S. E. Leslie, Poughkeepsie, N. Y.; C. G. Fechner, Greenville, Mich.; C. W. Ransom, Kansas City, Mo.; E. Warner, St. Catharines, Ont.; J. A. Snyder, Chicago, Ill.; F. S. Field, Flushing, N. Y.; S. C. Bedinger, Sedalia, Mo.; E. E. Mc-Clain, Cedar Rapids, Iowa; J. W. Foote, Houston, Tex.; Morse Business College, Hartford, Conn.; A. H. Dixon, Butte, Mont.; O. C. Dorney, Allentown, Pa.; J. R. Tillman, Brownwood, Tex.; N. C. Brewster, Covington, Pa.; G. G. Hoole, Columbus, Ohio; M. R. Sternberg, Meriden, Conn.; J. S. Lilly, Lile, W. Va.; W. J. Elliott, Toronto, Ont.; J. P. King, Brooklyn, N. Y.; E. B. Moore, St. Louis, Mo.; M. M. Van Ness, Newark, N J.; W. E. Dennis, Brooklyn, N. Y.; F. R. Burden, Mexico, Mo.; Wm. B. Wahlin, San Francisco, Cal.; C. A. Stiles, Columbus, Ohio; C. S. Chambers, Walton, Ky.; W. A. Hoffman, Valparaiso, Ind.; W. C. Twining, Corry, Pa.; A. H. Perry, Pittsburg, Pa.; Clifford Langford, Kent Bridge, Ont.; P. F. Sullivan, Columbus, Ohio; D. I. Rowe, Milwaukee, Wis.; J. A. Linblade, Chicago. Ill.; E. L. Brown, Rockland, Me.; B. F. Allison, Oakland, Cal.; E. H. McGhee, Trenton, N. J.; E. K. Isaacs, Los Angeles, Cal.; F. J. Anderson, Kansas City, Mo.; John F. Griffin, Janesville, Wis.; I. P. Mensch, Parkersburg, W. Va.; E. T. Overend, Pittsburg, Pa.; Wm. Hyne, Escondido, Cal.; T. P. Smith, Lynchburg, Va.; A. E. Parsons, Keokuk, Iowa; b. Lalime, St. Hvacinthe, Que.; T. H. Lodge, St. Louis, Mo.; W. H. Patrick, York, Pa.; J. T. Evans, Wilkesbarre, Pa.



at least that much to every teacher and school proprietor. It is a matter of deepest gratification to us that hundreds of our professional brethren who give their students benefit of the low clubbing rates for the regular edition think well enough of The Journal to enroll their own names on the Professional List, at \$1 a year.

RECENT JOURNAL VISITORS



M. HUNTSINGER, Huntsinger Business School, Hartford, Conn.

L. L. Branthover, auditor, New York City. J. F. Dexter, Merrill College, Port Chester, N. Y. Clyde L. Newell, Wood's School, Brooklyn,

H. M. Street, Crauston, R. I.

Virgil P. McKinley, Troy, Ma.

A. R. Lewis, Merchants & Bankers' School, New York John Kugler, Coleman National Business College New ark, N. J.

G. H. Van Tuyl, Packard School, New York.

John C. Allen, Eagan School of Business, Hackensack.

C. C. Lister, A. N. Palmer Cp., New York.

J. J. Conway, penman, Newburgh, N. Y.

F. J. Hillman, New England Audit Co., Springfield, Mass

C. A. Pitman, Isaac Pitman & Sons, New York.

W. E. Dennis, engrossing artist, Brooklyn, N. Y.

J. E. Soule, engrossing artist, Philadelphia, Pa.

S. E. Leslie, Eastman College, Poughkeepsie, N. Y.

F. P. Baltz, High School of Commerce, New York.

MOVEMENTS OF THE TEACHERS



ISS NELL E. CORNING, of Girard, Kans., is now teaching shorthand in the Poplar Bluff (Mo.) Business College.

Miss Nina Lunden, a graduate of the Kansas Wesleyan Business College, is teaching commercial branches in the Paola (Kans.) High School.

Miss Blanche E. Simpson, of the Shelbina (Mo.) High School, has engaged with the East Chicago (Ind.) High School as head of the commercial department.

Charles F. Zulanf, late of Jersey City, N. J., has accepted a position with the Westerleigh Collegiate Institute, New Brighton, Staten Island, N. Y.

L. L. Branthover, of the Northwestern Business College, Chicago, III., is now located in New York City, being engaged in auditing work.

A new accession to the teaching force of Moothart's Business College, Caruthersville, Mo., is Bailey T. Cress, of the Fitzgerald (Ga.) High School. '-

Miss Lora Bowman, one of G. W. Brown's graduates, is now teaching Gregg shorthand at the Mankato (Minn.) Commercial College.

The Spencerian Commercial School, Cleveland, Ohio, has engaged W. F. Baird, of the Akron (Ohio) High School, as a teacher in the commercial department.

Miss Myrtle Buell, a graduate of the Ferris Institute, Big Rapids, Mich., is now with the Three Rivers (Mich.) High School, handling commercial subjects.

W. D. Anthony has been added to the teaching faculty of the Drake Business College, Orange, N. J., as commercial

Delivan F. Parks, a last year's student at Albion (Mich.) College, has accepted a position in the commercial department of the East High School, Bay City, Mich.

Miss Nina Aber, of Vories Business College, Indianapolis, Ind., is teaching Gregg shorthand at Drake's Business College, Jersey City, N. J.

Miss Frances M. Hardy, of Harrisonburg, Va., an excellent Gregg teacher, has accepted a position in Oahn College,

The Drake Business College, of Passaic, N. J., has engaged R. A. McNall, of the Union Commercial College, Washington, Pa.

Miss Marion E. White, last year with the Woburn (Mass.) High School as shorthand teacher, is now in charge of all the commercial branches in the Scituate (Mass.) High School.

P. W. Harms, formerly of the Drake Business College, Jersey City, N. L. has accepted a position with E. E. Admire, of the Metropolitan Business College, Cleveland, Ohio.

Miss Florence Parsons, a graduate of the Northampton (Mass.) Business College, is now principal of the Keene (N. H.) Business College.

H. G. Ball, who has had charge of the husiness practice department of the Los Angeles, Cal., Business College, has left that institution to take a position as bookkeeper with a wholesale grocery house in Los Angeles. E. A. Bock succeeds Mr. Ball at the Los Angeles Business College.

D. C. Ahlers, formerly of Heald's Santa Cruz Business College, is now in charge of Heald's College at Reno, Nev. L. B. Sullivan, shorthand instructor of Heald's-Dixon College, of Oakland, Cal., and J. C. Highland, of Heald's Business College, of San Francisco, go with Mr. Ahlers. L. A. Harvis takes Mr. Ahlers's place at Santa Cruz.

Miss Ethel A. Tiffany, of Southampton, Mass., is teaching commercial branches in the Simsbury (Conn.) High School.

L. M. Rand, of Boston, Mass., resigned his position with Claffin University, Orangeburg, S. C., to which he had been elected, and engaged with Comer's Commercial College, Boston. D. F. Andrews will open the new department at Claffin University.

Miss Jennie L. Skiuner, of Muncie, Ind., is teaching Gregg shorthand at the Muskegon (Mich.) Business College,

Miss Nora Noel has been added to the teaching staff of the St. Mary's (Ohio) Business College,

Lola Nelson, of the Eastern Shore Business College, Salisbury, Md., has accepted a position with Drake's Business College, Newark, N. J.

Miss Anna Rogers, of Kansas City, has been engaged by C. G. Fechner, of the Bliss Business College, Greenville, Mich., for his shorthand department.

The new head of the Petoskey (Mich.) High School commercial department is George F. Gundry, of Ypsilanti, Mich.

E. E. Gardner, of Lansing, Mich., is now head of the Chartier shorthand department of Spencer's Business College, New Orleans, La.

H. E. Congdon, several years at the head of the Warwick (R. I.) High School, has become head of a like department in the Meriden (Conn.) High School. W. A. D. Clark, of the Middleboro (Mass.) Business College, succeeds Mr. Congdon at Warwick.

W. C. McCall, of Hasty, N. C., is now in charge of the English department of the Northwestern Business College. Chicago, Ill.

Miss Luella Lyon, of the Bar Harbor (Me.) High School, is now with the Auburn (Me.) High School.

A. C. Doering is teaching at Brown's Business College.

A new teacher in the Dover (N. H.) Business College is Miss Grace Cassiday, a graduate of the Brockton (Mass.) Business University.

Heald's Business College, of San Francisco, has secured the services of A. C. Conn, who received his penmanship and commercial training in the San Francisco Business College.

G. E. Spera, formerly of Mitchell, S. D., is now teaching in the Berkeley, Cal., High School,

Louis Coulter, of the Bowling Green (Kv.) Business University, has engaged with King's Business College, Raleigh, N. C., and is teaching in the bookkeeping department.

Miss Nora I. Miller, a recent graduate of the California (Pa.) State Normal School, has charge of the commercial work of the Uniontown (Pa.) High School.

Miss Anna Smith, of Lyndon, Kans., is teaching Gregg shorthand in the Pittsburg (Kans.) Business College.

The new teacher of penmanship and commercial branches at the Actual Business Training School, Topeka, Kans., is C. E. Huff.

I. F. Jaksha, of Wrentham, Orc., has engaged with Columbia University, Portland, Ore., for another year.

Miss Lida E. McKee, of the Ideal Business College, Piqua, Ohio, has accepted a position with the Peterson Business College, New Castle, Pa.

Jesse J. Orr, of Kansas City, Mo., follows R, W, Diehl as head of the commercial department of the Spencer (la.) Business University.

E. B. Thomas, formerly of Jacobs's Business College, Dayton, Ohio, is now located at Swanton, Ohio.

E. G. Miller, formerly of the Topeka (Kans.) Business College, is now in Mount Morris, Ill.

Miss Kate Hargis, of Pollock, La., teaches shorthand and typewriting in the Cuba (Mo.) High School this year.

R. A. Spellman, for many years connected with the Rhode Island Commercial School, Providence, R. I., is now with the Bristol County Business School, Taunton, Mass.

J. E. Crossman, of the International Correspondence Schools, succeeds W. P. Potter in the Southwestern Business College, St. Louis, Mo.

E. E. Gard, who followed R. A. Spellman at the Rhode Island Commercial School, Providence, has resigned his position on account of ill health.

A. T. Busselle, Jr., has engaged with the Cheatham County (fenn.) High School.

The new principal of the commercial department of the San Matco, Cal., High School is Miss Violet Shepard,

L. C. Fish and Miss Twyman have charge of the com- . mercial department of the California College and Academy, East Oakland,

E. M. Cameron spent his summer in the San Francisco, Cal., Business College, perfecting himself in Gregg shorthand and the commercial branches. He is an exceptionally capable young man, and well qualified to hold his present position in the Harvard School, Los Angeles.

F. F. Burchard, of Abilene, Kans., now has charge of the new commercial department in the Cheyenne (Wyo.) High School.

T. H. Hill and G. A. Lauterbach, are new teachers in the McKinley High School, St. Louis, Mo.

The Paris (Texas) Commercial College has engaged D. S. Hill to take charge of the commercial branches and pen-

Miss Nell P. Bodwell, of College Springs, Ia., has engaged with the Sioux City (Ia,) High School as Gregg shorthand teacher, succeeding Miss Nettie Breese, who resigned her position to "prove up" a homestead claim in South Dakota.

Edward L. Hawk, of the Chicago Business College, was chosen late in September to take charge of the commercial work of the Lead (S. D.) High School, for which J. E. Boyd, of University, N. D., had been elected. Sickness in Mr. Boyd's family prevented his going to Lead, and he subsequently accepted a similar position in the Kansas City (Kans.) High School

A recent addition to the faculty of the San Francisco, Cal., Business College is E. L. Meyer.

E. L. Sullivan has engaged with the Heald-Dixon School, of Oakland, Cal.

Miss Katie Pfluger, principal of the Pitmanic department of the Polytechnic College, Oakland, Cal., has begun her twelfth year with that institution, upon which the Polytechnic is to be congratulated.

S. C. Myers, former county superintendent of Shelbyville, Mo., has engaged with the Spencer Business College, Sheridan, Wyo., of which H. S. Spencer is principal.

William H. Davis has been appointed principal of one of the night schools in Washington, D. C.

W. P. Steinhaeuser, who was recently elected principal of the shorthand department of Ferris Institute, Big Rapids, Mich., has been compelled to resign his position owing to protracted illness. Upon the advice of his physician he will retire from the teaching profession for a time to recuperate.

NEW SCHOOLS AND CHANGES



C. DAVIS, late of the Central Business College. Denver, Colo., has opened a business college at Salt Lake City, Utah. The school will be conducted under the name of the Utah Business Col-

A. C. Moss, formerly of Arkadelphia, Ark., on September 3 opened the Southwestern Business College at Texarkana, Ark,-Tex. Mr. Moss is the business manager and Samuel Hixson is the principal of the school.



SAM EVANS. Covington, Ky.



W. R. PITKIN. Albion, Mich.



S. C. MYERS. Sheridan, Wyo.



TO THE SHORTHAND AND TYPEWRITING TEACHERS OF AMERICA



S president of the National Shorthand Teachers' Association it becomes my privilege to tell you something concerning the work of this great organization of teachers and to officially invite you to join our ranks and to take an active part in

our deliberations at the annual conventions. The National Shorthand Teachers' Association was organized in 1895 and is the largest and most widely known association of its kind in this country.

All teachers of commercial branches are eligible to membership and may become members by registering with the secretary and paying the registration fee of \$2, which fee entitles the member to a copy of the printed report of each of the convention meetings. No live teacher can afford to be without this report, which alone is worth the cost of membership.

Meetings are held annually during the holiday season, at which time most excellent programmes are arranged. The next meeting will be held in the Martin School, Pittsburg, Pa., December 27 to 31. Special railroad fares and hotel rates are provided for the members who attend the conventions,

Teachers are requested to place on exhibition at the convention meetings, work done by their pupils. This work should represent three stages of progress-beginning, intermediate and completion of the course. The typewriting portion should include specimens of transcription, copying, manifolding and mimeographing. It is expected that the exhibit will show errors, because such errors and their treatment will comprise the educational value of the exhibit and will be very interesting to the teachers.

The Publicity Committee, members of which reside in various parts of the country, is in charge of the work, and teachers should correspond with the association's secretary, F. E. Haymond, Lockvear's Commercial School, Evansville, Ind., who will gladly put them in touch with the committee's representative who has charge of the school exhibit in that particular district.

A special feature of the convention programme, which has been in vogue during the past few years, is the System Section meetings, as they are called. These meetings afford opportunities for the writers of various systems of shorthand to discuss points of vital interest to their particular system, which might not be of so much importance to the writers of any other system.

Ford O. Harrison, Martin School, Pittsburg, Pa., chairman of the Executive Committee, is in charge of the programme for the coming convention.

Further information and application for membership will be forwarded by Mr. Haymond, the secretary, upon request.

Join the National Shorthand Teachers' Association now and meet with us in Pittsburg in December.

Cordially yours,

WILLARD I. TINUS, President.

Principal Central Business College, Chicago.

FELLOW PENMEN

Our enrollments did not roll in very rapidly during the month of September. All bills for the renewal of member ships were sent about the first of September and as we had over one hundred members last year we should have nearly all of their renewals by this time. Up to the present date, October 7, 1907, we have received twenty-two enrollments, as follows:

- L. C. McCann, Mahanoy City, Pa.
- C. S. Chambers, Covington, Kv.
- E. M. Huntsinger, Hartford, Conn.
- C. R. Hill, Bowling Green, Kv.
- L. E. Stacy, Meadville, Pa.
- J. G. Steele, Bridgeton, N. J.
- C. E. Doner, Beverly, Mass.
- H. G. Reaser, Pittsburg, Pa.
- W. J. Kinsley, New York, N. Y.
- S. E. Leslie, Poughkeepsie, N. Y.
- E. W. Miller, Springfield, Ohio,
- J. F. Fish, Chicago, Ill.
- A. R. Furnish, Chicago, III.
- F. F. Musrush, Lakewood, Ohio,
- A. N. Palmer, Cedar Rapids, Ia.
- J. B. Howard, Cincinnati, O.
- C. P. Zaner, Columbus, Ohio, J. W. Creig, Berca, Ohio,
- Rev. Pius Meinz, Collegeville, Minn.
- J. G. Frey, Cleveland, Ohio.
- D. M. Keefer, Beaver Falls, Pa. S. B. Fahnestock, McPherson, Kas.

We are making a hard fight to increase our membership to 200. If you are a progressive, up-to-date teacher you can easily afford an enrollment fee of \$2,00, although you may not be able to attend the meeting. The report which is issued by the Federation is well worth the price of the enrollment and should be in the hands of every teacher. We would like to have your enrollment just as early as possible. You will not save anything by putting it off, and if we can have it at once it will put a little more enthusiasm into the work being done by the different officers and State representatives. Remit by money order, check or cash and your receipt will be forwarded at once, together with Membership Certificate, suitable for framing, if you ask for it.

L. E. STACY, Secretary-Treasurer.

Meadville, Pa.

ELEVENTH ANNUAL MEETING NATIONAL COMMERCIAL TEACHERS' FEDERATION MARTIN SCHOOL, PITTSBURG, PA.

DECEMBER 27-31, 1907.

THE SCHOOL MANAGER'S DEPARTMENT

CHAMPIONING THE "GET-TOGETHER" POLICY

This department stands for the safe and sane management and control of the private business school interests of America. Here every school owner may express his views to the fullest extent.

THE "GET-TOGETHER" POLICY



HE school year is not sufficiently under way for us to publish any reports on local conditions in the various cities. School managers have been overwhelmed with the enrollment of new students and other executive duties which only

the school principal can appreciate. Recent organizations, however, are carrying on the campaign and the coming school year gives promise of great improvement in the work. In Denver, where conditions have been simply frightful, there is taking place a happy change. The leading school men meet together for lunch every Saturday and discuss matters of mutual interest. Mr. Arnold, under the date of Friday, October 3, writes as follows:

"There is no doubt about considerable good coming from our efforts. All of us are pleased so far as I know."

This is certainly cause for encouragement.

On October 1, F. L. Dyke, of Cleveland, writes that the school men there are getting together nicely. Three of the schools are working together in all the ways that seem to be necessary or practicable. He says, "Of course, there is considerable competition, but it is decent. We can get together for our noon lunches and have a happy time. We have decided on some matters pertaining to length of courses, and this has been of undoubted benefit.

Now can we ask for anything better than this? The purpose of this movement is not to stifle free competition. It is to broaden and dignify the management and place it on a basis that modern ideas dictate as wise and profitable.

It will not take the citizens of a community long to discern the change, and, as with leading merchants, prospective customers will learn to be discriminating in purchasing instruction just as they are now in securing other human necessities

SOME POINTS IN CONDUCTING A BUSINESS SCHOOL IN A TOWN OF TWENTY THOUSAND INHABITANTS

BY A. F. HARVEY, WATERLOO, IOWA.

Advertising



HIS subject should have the proprietor's most careful attention. No school can succeed without advertising, and yet much advertising might better never have been done. One with a reasonable ability to discriminate the value of adver-

tising can readily classify it into three divisions, "good, bad and indifferent."

Some advertising brings returns and results in permanent benefit to the school. This would be classed as "good." That which, while not producing any injurious effects, brings no returns belongs to the "indifferent" class. There is advertising which not only brings no profitable returns, but is a positive detriment. This is "bad." Of course, only the "good" will be used by the shrewd school proprietor. He can ill afford to indulge in any other kind. .

I propose to discuss advertising under these three heads, keeping in mind the fact that I am writing from the viewpoint of the school proprietor in a country town. What would be "good" here might prove "indifferent" or even "bad" in

the cities, and vice versa. I would classify as "bad" all that advertising, whether in newspaper, circular, poster or catalogue, which contains false or unreasonable statements, statements which the reader knows, or which a short investigation will prove, are intended merely to mislead. This kind of advertising may bring immediate returns, but it is sure to have its detrimental effects in the end.

The oft repeated ad, of a man conducting an inferior school in a small Western town, "the finest rooms, the best courses and the lowest rates in the State," was even to the uninitiated very plainly intended merely to deceive. They knew that the "best" and "cheapest" do not go together, and they at once set these down as false statements, the school as a fake and the proprietor as a frand.

Those who took the trouble to visit the school found two rooms, one fairly pleasant, the other dark and dismal. A poor equipment an inferior course of study, and not even the cheapest tuition in the State-all this in the face of the fact that there were at least a dozen superior schools within the boundaries of the State. Under these conditions the school survived less than three years, when it closed, much to the regret of many creditors. Had he made his advertising and the actual facts in the case to coincide he might still have been doing a profitable business.

All statements involving comparison with other schools should be avoided as in bad taste, if not positively detrimental. I once knew a school proprietor who used this kind of advertising exclusively and killed his school in five months.

A recent statement, "three months' tuition free," which appeared in the newspaper advertisement of a small Western town, I should classify as positively "bad." It may catch a few of the unwary, but the thoughtful person knows that free tuition will not furnish the best teachers, pay rent for superior quarters, nor furnish satisfactory equipment; that if the school is to give good service it must do something in order to get even with the student for his "three months' free tuition." Free text books and free railroad fares have much the same effect. The wideawake boys and girls who will be a credit to a school are not to be deceived by such things. No one appreciates the value of a commodity like the one who pays a fair price for it. We estimate the value of a thing by what it costs us. If it costs us nothing we consider it worth nothing.

There is much other advertising that I would class as "had." Those mentioned comprise some of the worst. My observation leads me to believe that business schools are given to more of this class of advertising than any other line of business. This is due, in part, to the class of people we are trying to interest. There are some lines of business that flourish by catching "suckers," and they can afford to use the bait that will catch that kind of fish. But a business school will not survive long if all it catches is "suckers." It should seck more gamey fish.

As "indifferent" advertising might be mentioned that which in itself is good, but, being placed before readers who are not and cannot be interested, proves valueless. The school proprietor in the small town conducting ever so good a school should study carefully to determine his profitable territory. He cannot expect to draw many students from territory nearer to older, larger and more thoroughly established schools.

THE JOURNAL'S GALAXY OF PENMEN AND BUSINESS EDUCATORS



F. E. Lakey, Providence, R. L.



L. Faratra, Buston, Mass.



N. P. Norling, Glenwood, Mma.



C. M. Suncola, St. Louis, Mo.









M. A. Albin, Portland, Oie



J. A. Cox. Wichita, Kaus.



D. M. Keefer, Beaver Falls, Pa



W. S. Rogers, Fall River, Mass.



C. II Alkad. Elgin, III.



A. F. Tull, Detroit, Mich.



A. H. White, Orangeburg, S. C.



J. M. Minton, Denton, Tex.



D. M. Warner, Lilmond, Okla.





A. H. Gregory, Rig Rapids, Mich.



Geo. Wilkinson, Monroe, Wis.



D. I. Rowe, Milwankee, Wis.



W. M. Bryant.. University, N. D.



F. B. Davis, Buston, Mass



A. C. Doering, st. Louis, Mo.



P. L. Greenwood, St. Paul, Minn.



W. H. Gilbert, Marshalltown, 1a.



L. F. Noble, Salem, Mass.



D. L. Hunt, St. Paul, Mun,



C. A. Bernhard, Eksah, Culit.



C. E. Gostiek, Woodlawn, Calif



G. H. Towley, St. Peter, Minn.



F. E. Kelly. Pottstown, Pa.



E. L. Bechtel, Akron, O.



C. W. Gay. Brockville, Ont.



W. E. White Quincy, 111.



M. J. Walters, Bedford, Ind.





Chas. Dell. Bayonne, N. Y.



W. L. Morris, Pennsboro, W. Va.



A. H. Dixon, Jersey City, N. J.



H. O. Keesling. New Albany, Ind.



T. J. Atwood, Houston, Tex.



G. W. Hoyt, Williamsport, Pa.



STOCK RECORDS

(Continued from the September issue.)

All raw materials and supplies should be kept in a stock room, or stock rooms, under the custody of a stock clerk. He should supply them only on signed requisitions. These requisitions should show the description and quantity of materials or supplies taken from stock, and the purpose for which they are taken. These requisitions should be delivered to the accounting department, where they should be recorded in the stock ledger, under the proper headings.

Many manufacturing concerns produce from raw materials certain things which are used in the production of their finished products. Such things may be termed semi-raw materials, e. g., a manufacturer of worsted cloth may find that he can produce yarns cheaper than he can purchase them in the open market.

All semi-raw materials produced should be reported to the accounting department, where the recording of daily productions and monthly totals should be handled in the same manner as in the case of finished products. Requisitions for semi-raw materials used should be handled in the same manner as requisitions for raw materials used.

All sales of finished products should be reported to the accounting department by means of shipping orders. These sales should be recorded in the stock ledger, on the right side of the proper stock accounts, in the following order: Date, shipping order number and quantity. The cost of such sales may be computed and extended at close of each month.

All returns of goods to stock should be handled in the stock ledger just as purchases are handled, and the cost should correspond with the cost at which they were originally taken from stock.

Returns of damaged stock should be recorded in a special stock account, or accounts, at a cost to be determined by the management. In case there is much damaged stock returned it may be advisable to keep a special account for that purnose in the general 'ledger.

At the close of each month the quantity and cost of materials, supplies and finished products on hand should be extended in the balance columns provided. At least quarterly, and monthly if possible, trial balances should be compiled from the stock ledger. One should include the cost of raw and semi-raw materials on hand; another should include the cost of finished products on hand; the third should include the cost of supplies on hand. The totals of these trial balances of "Raw Materials," "Finished Products" and "Supplies," should agree with their respective accounts, as shown by the general ledger.

From the foregoing explanations it will be seen that all goods purchased or produced are recorded on the left side of the stock accounts in the stock ledger; that all goods used or disposed of are recorded on the right side of the stock accounts in the stock ledger, and that the difference between the two sides should show the quantity and cost of any given commodity on hand.

When computing the cost of stock used or disposed of, exhaust the first quantity shown on left side of stock account

tmeaning first lot purchased or produced), then exhaust the next quantity, etc. This method contemplates leaving the stock on hand at the most recent cost prices.

The following article will deal with the second element of production costs—labor. The third element, indirect manufacturing costs, will be discussed, together with the subject of figuring costs. It is then that further reference will be made to the stock ledger, showing how the cost and quantity of materials used are utilized in computing costs at close of each month.

LABOR

(Continued from the October number.)

If costs are arrived at by the production-order method it is necessary to secure the time devoted to each job. Oftentimes it is required to secure the time devoted to each operation applicable to a job. That is a question of detail and does not affect the general principles of labor costs. The one thing to accomplish is the cost of labor as applied to a fmished product.

The daily time of each employee may be posted to a sheet ruled so as to provide a daily classified record of hours worked on different jobs, or processes, together with the quantity of work performed. This plan necessitates a sheet for each employee. They should be kept in a loose-leaf binder, in numerical order, and provide for a month's time. (When there are many petty jobs it is advisable to post direct to the cost ledger.) The monthly totals of hours worked should be transferred from the above described sheets to a monthly summary of productive labor, provided costs are arrived at by the process method. Otherwise they should be transferred direct to the cost ledger, after computing the cost of such labor. The monthly summary should provide for the number of each employee on the left hand margin of the sheet, and columns for the hours and cost of labor applicable to each process across the top. The totals of these columns will show the cost of mixing, grinding, milling, filling, capping, dipping, packing, etc., and the number of hours devoted to those processes during a month. The superintendent or foremen should report at the end of each month the quantity of work performed; i. e., the total pounds mixed, ground, milled, filled, etc., and also the pounds mixed but not milled, milled but not filled, etc., etc. This manner of handling this information will be discussed under the heading of "costing."

A monthly summary of non-productive labor should also be kept, so as to arrive at the cost of lost time, cleaning machines, sweeping floors, yard work, etc. The wages of foremen, engineers, firemen, drivers, etc., for the full month may be easily computed.

A journal entry should be made at close of each month charging "Manufacturing" account with the total cost of productive labor, "Manufacturing Expenses" with the total cost of non-productive labor, and crediting "Payroll" account with the sum total of the two charges. The "Payroll" account will show a credit balance, representing labor accrued and not paid.

empany in America. They are not

revoted to the preparation of their

Chicago's young penmen, is teaching

that city, and is also doing consid-. correspondence. He issues a very

prunces that he has a large class of

us that this is a wise policy on the

NEWS OF THE PROFESSION



J. MACLEAN, president of the Wilmington, Del., Board of Trade, was recently interviewed by the Morning News of that city relative to some local improvements in the way of a new pier in the Delaware river harbor. His talk was on the

attitude of the board in the movement.

The October number of the Underwood News, the house organ of the Underwood Typewriter Company, 241 Broadway. New York, finds its way to the editor's desk. The issue is filled with information of great value to the selling staff of this company.

E. M. Coulter, principal and proprietor of the National Business College, Roanoke, Va., was moved to express his emotions in poetry upon the arrival at his house of a little daughter. Here is the announcement as it came to The Journal office.

"Be as still as any mouse, There's a baby at our house. Dorothy Viola Coulter Arrived October 6, 1907. Mother and daughter doing nicely."

The many friends of Mr. and Mrs. Coulter are glad to extend warmest congratulations.

L. M. Holmes, recently with the Drake Business College, Jersey City, N. J., resigned his position and returned on October II to his old home in Indiana.

The Gregg Writer comes to our desk enlarged and greatly improved. This magazine has been running now for nine years, and with volume ten seems to have been greatly rejuvenated. Any business student, whether shorthand writer or not, will find a great many helpful suggestions in the magazine.

The Chillicothe, Mo., Normal reports a very prosperous opening for the school year. All of the usual normal courses are provided in this excellent school, and in addition, special work in the commercial lines and telegraphy are given. The penmanship department is ably supervised by the well-known penman, J. D. Rice.

In a recent letter J. W. Lampman, of the Mosher-Lampman Business College, Omaha, Neb., writes that they had a very auspicious opening in their new school, at the end of the third week having eighty-seven pupils enrolled. This is certainly a fine record for a new institution.

The Altamont, Kans., Journal, September 19, publishes the photograph and a brief sketch of Barney McDaniel, principal of the commercial department of the Labette County High School. Mr. McDaniel ranks very high among local as well as national business educators.

From a circular received from the Practical Text Book Company, Cleveland, Ohio, we note that their new Practical Typewriting which appeared in July is being rapidly adopted by many of the foremost schools of America. The circular contains a list of about fifty of the schools now using it.

A. T. Scovill, the efficient principal of Brown's Business College, Sterling, Ill., reports a prosperous fall epening of that excellent school. Mr. Scovill is located in one of the most prosperous sections of Illinois, and while the school is an old one, it is patronized under his management more than ever before.

O. E. Hovis apparently is only one of a group of expert penmen up in Springfield, Mass. Mr. Hovis, of course, is known to every Journal reader as a past master in the skillful reproductions of Engravers' Script writing. The other penmen who excel in one line or another are: 11. J. Winans, Giles Blague and C. R. Hunt., These gentlemen are all in the employ of the Massachusetts Mutual Life Insurance Company, and they have the reputation of turning out the finest policies issued b limited as to the copy. It would appart of the insura-

E. C. Winters. at the Lewis Insu erable work in too pupils.

In a recent lets aved from W. H. Patrick, Patrick Commercial School and Paulie writes as follows: "School business better than

many.

M. C. Fisher, para apal of the Winter Hill Business College, Somerville, Masses states that school opened up this fall with a very large attendance. The corridors are crowded and it has been necessary to open a new floor.

F. T. Marzials, Accountant General of the British Army, was knighted on his last birthday by King Edward.

E. L. Miller, of Simpson College, Indianola, Ia., writes us that school is running nicely, and that the attendance is

The largest enrollments ever recorded are reported from all the business colleges heard from along the Pacific coast. Prospects are very bright for a good school year in this section.

Miss Annie Belle Glenn, secretary of the California Business Educators' Association, still continues as principal of the shorthand department of the Santa Rosa, Cal., Business Col-

11. E. Cox, of San Jose, Cal., the worthy president of the California Business Educators' Association, has already begun making plans for the next convention, and under his able management the association will undoubtedly have a very successful session.

Commence of Figure 2 **OBITUARY**

.1. L. Gilbert.



HE many professional friends of A. L. Gilbert, late manager of the Spencerian Business College. Milwaukee, Wis., will be shocked to learn of his death in Milwaukee on September 21. Mr. Gilbert was fifty-six years of age, and had spent

nearly all of his life in the Wisconsin city. He was one of R. C. Spencer's most prominent graduates, his work in school being of so excellent a nature that after his graduation he



was retained as a teacher. After teaching a while, he opened a school on his own account, but a little more than a year ago this was closed, and Mr. Gilbert returned to the Spencerian, where he was made manager.

Mr. Gilbert was one of the most gentlemanly and highly cultured members of our profession. He was a loyal worker in the church, and a strong factor in the moral and

religious uplift of his community. For twenty years he had been treasurer of the Y. M. C. A. His influence will always be felt. His death comes unexpectedly, and THE JOURNAL editors wish to express their great personal loss and to extend to the bereaved family their deepest sympathy.

James F. Mooar.

On September 7 at his old home in Hyde Park, Mass. occurred the death of James F. Mooar, sixty-four years of age, who had been associated with the Bryant & Stratton Business College, of Boston, for more than forty years. He was well known among the older members of the frateruity as an anthor of bookkeeping and one of the most skilful penmen of the old school. He was a pupil of John D. Williams at the time that Mr. Williams was connected with Eastman College at Poughkeepsie, N. Y. The editor of The Journal enjoyed a very pleasant visit with Mr. Mooar during the meeting of the Eastern Association last March. Mr. Mooar had been failing for some time, but remained heroically at his post as assistant principal of the great business school with which he was connected and whose success was closely interwoven with his life work.

Mr. Mooar was a prominent member and past master of the F. & A. M. He was also a member of the Hyde Park Conneil, R. and S. M., Norfolk Royal Arch Chapter and Cypress Commandery of the Knights Templar.

His death is deeply mourned by hosts of friends who admired him for his many beautiful qualities of heart and soul.

F. M. Nierstheimer.

We learned too late to be mentioned in our October number of the death on August 25 of F. M. Nierstheimer, who had been ill with typhoid fever. He was one of the most



promising young men in the field of business education. Mr. Nierstheimer had been principal of the business department of Howard Payne College, located at Brownwood, 1ex., and was making a splendid reputation in his work. He was an honor graduate of the commercial department of the Gem City Business College, Quincy, Ill. In his career as a student, as well as a teacher, he won the un-

bounded admiration of all of his fellows. The profession has suffered a severe loss in his death, as he was unquestionably a young man of very great promise.

His father came from his home town in Pekin, Ill., and arrived two days before his death. The body was taken back to the old home for burial.

HOW THEY BECAME PENMEN-No. 3

BY W. E. DENNIS, Brooklyn, N. Y.



OU have asked me to give the boys some idea of how I got started in my special line of work. I assure you it is not with the least bit of ego tism that I rake up a few facts regarding my experience; but still, if I can help the younger ones

by pointing out some of my mistakes, I readily comply with your request. So here goes:

When quite a little shaver I was guilty of filling up a few copy books with boyish attempts at fancy lettering and scroll work. Of course, then I had no idea that I would ever follow it as a business, but did it just for the fun of it. A little later, when I got hold of "Gaskell's Compendium" and gazed with wonder at the strikingly beautiful specimens contained therein, I was seized with a sudden desire to learn to execute those wonderful things, then go forth into the world and make a colossal fortune at once—not only for myself, but sufficient to put on Easy Street all my friends and distant relatives.

It beats all what crazy notions get into a young fellow's head and make him a sort of temporary lunatic, but such is life. Well, after I had shed quarts of ink on birds, swams and other funny things, I finally landed at Gaskell's Business College, Manchester, N. H., where I was bent on becoming initiated into the mysteries of flourished stags, spread eagles, etc. I had such unbounded faith in this wonderful art (?) that I thought when I was ready to strike out I would only have to walk into some business house and show a few swams and fancy flourished capitals; then if I wanted the book-

keeper's job he would at once be fired out and I would step into his place with double his salary. But somehow things didn't go that way.

I did at last hook on to a job in an insurance office at the iamnense salary of \$3 per week, where my clerical duties were to be rather light—simply to hold the place down when the boss was out. The boss did go out finally for several days, much to my relief, and when he returned he found me working up a couple of flourished stags on a sheet of Whatman's drawing paper five feet long. I well remember the look of astonishment, mingled with profound disgust, that spread over his usually immobile features, but I simply thought he didn't know a good thing when he saw it. I even had the unmitigated nerve to ask him for a few days off that I might finish up the bounding stags. He told me I could have the whole Summer off, and the coming Fall, Winter and Spring. Thus you see I was "bounced."

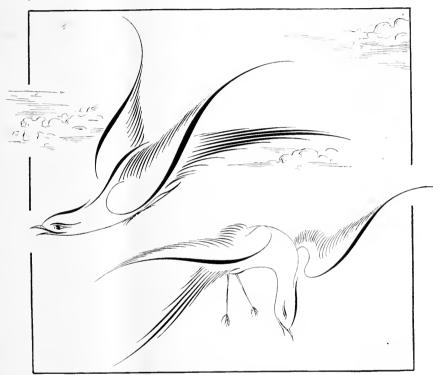
Manchester being too small a place to hold me, I lit out and went on a "wild goose chase" (flourished geese of course) until I struck Boston-the Hub, and the city of education and culture-just the place where a young giant who could flourish birds and swans would soon roll in wealth. But the market for flourished geese, birds, swans, cagles, etc., was away down, and I began to wonder what in the world had caused such a panic. However, I wasn't destined to starve exactly, and thereupon secured a fine job in a large book store at the large salary of \$3 per week to make myself generally useful. Seeing that I was handy with the .pen, they set me to writing circular letters-a kind of work which soon grew monotonous, so I began to sprinkle in a few flourished birds, etc., with the regular work assigned me. Being hard-headed, practical business men, they, of course. didn't stand it long, and accordingly I was suddenly and unceremoniously "bounced."

My next step towards fame and fortune was a job in a Mercantile Agency-copying, at the usual boys' salary of \$3 per week, but there was a ray of hope, as it was hinted that I might get a raise soon by becoming familiar with the work. Copying soon grew dull and my interest lagged. Pens, ink and paper were handy, so I began a series of birds, scrolls, swans, etc., which I felt sure would raise me to a higher pinnacle in this big business institution than that of a mere copying machine. And, sure enough, they did make an impression, for, after covering my desk with what I thought was something dazzling in the flourish line, I was informed that the manager wanted to see mc. Thinking he was going to give me a shower bath of compliments and double my salary, I went with great alacrity to his desk, and there I was simply told to gather up my flourished birds and quietly vanish. "Bouneed" again!

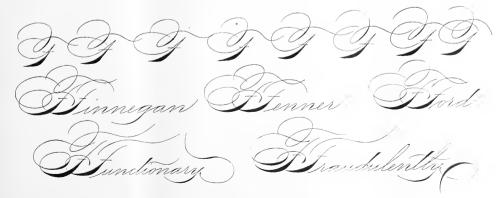
After that I believe I should have withered up and blown away if good fortune hadn't thrown me in the path of old A. R. Dunton, "author and teacher of the Duntonian System of Writing, used all over the entire country," as he always proudly announced himself. Dunton was filling out the Boston diplomas and getting up sets of copy books. He showed me how copies were prepared for the engraver and soon had me in harness doing practical work, for at that time copy book work was quite a big thing, and what I learned in this particular branch was something that was afterwards the means of bringing me considerable money. Here was work for which there was a market, and it may be well to say to the young penmen that there is yet a demand for good commercial script for reproduction; and the young fellow who combines good sensible script work with a facility for practical lettering and designing will not go long without cmployment.

S. H. Jackson, Chicago, Ill.; B. A. O'Mealy, Portland, Ore.; F. M. Briggs, Chicago, Ill.; A. W. Kimpson, Mexico, Mo.; Wm. S. Scanlon, Chicopee, Mass.; W. S. Morris, Hebron, W. Va.; T. W. Osteen, Asheville, N. C.; H. E. Welbourne, Milwaukee, Wis.; F. E. Patton, St. Louis, Mo.; J. E. Soule, Philadelphia, Pa.; A. E. Cole, Redlands, Cal.; J. F. Pemelton, Lake Creek, Tex.; E. C. Davis, Denver, Colo.; W. H. Beacom, Wilmington, Del.; E. J. Voss, Waco, Tex.; J. M.

Lantz, Waynesboro, Pa.; F. W. Tamblyn, Kansas City, Mo.; A. R. Damon, Charlotte, Me.; C. W. Mock, Marlow, Ind. Ter.; J. D. Hawes, San Jose, Cal.; C. A. Reed, Dallas, Tex.; P. M. Mehrtens, Sayannah, Ga.; J. H. King, Raleigh, N. C.; P. W. Costello, Scranton, Pa.; S. L. Jones, Easton, Pa.; C. E. Baldwin, Sedalia, Mo.; H. D. Goshert, St. Louis, Mo.; B. F. Williams, Des Moines, Iowa.



FLOURISHING BY J. A. WESCO, PORTLAND, ORE.



ORNAMENTAL WRITING BY J. W. LAMPMAN, OMAHA, NEB.





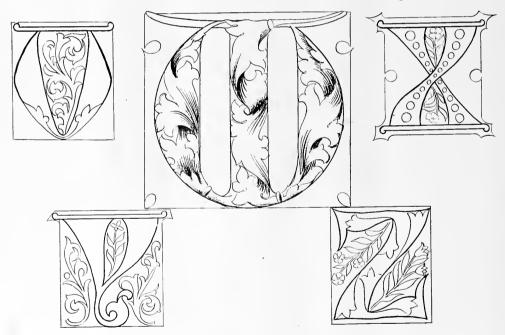
LLUMINATING is one of the oldest forms of writing known. Long before our present script forms were invented beautiful books and manuscripts were produced in colors. Originally but few colors were used. The popular missal colors

were black and red; these are good enough yet for the best iudges.

It is necessary that the amateur become familiar with color combinations. For elementary purposes colors are classified according to primary, secondary or tertiary. The primary result of combining green with purple. Russet is the result of combining green with purple. You will see that the tertiary colors are formed from the secondary.

Mixing lamp black with a color makes it darker, and this is called a "shade." Mixing Chinese white with a color makes it lighter, which is called a "tint."

The letters I am now giving are intended as initials to be used at the beginning of paragraphs. Their size depends upon the nature of the work; in some cases they should be four times as large as what I have given.



colors are red, yellow and blue; they are called primary because they cannot be produced by combining any other colors. The secondary colors are orange, green and purple. They are produced as follows: Orange is the result of mixing red with yellow; green is the result of mixing yellow with blue; purple is the result of mixing blue with red. The three primary and three secondary colors, together with indigo (which is a shade of blue) constitute the colors of the rainbow.

The tertiary colors are citrene, olive and russet. Citrene is the result of combining orange with green. Olive is the

In the last number I told you how to shade up the letters as well as I could; in this issue I illustrate the method of shading and tinting a little more clearly. In the large "W" select the colors that you like. Fix it up and send to The Journal office with return postage. I will criticise it and return it to you. To those who send in the best reproduction I will send a "W" which I have made. The "W" is to be returned to me so that I may send it to some one else. I continue the album in this issue by giving you page 2. The instructions for the entire album are as follows:



SECOND PAGE OF THE ALBUM.

After you have sketched the album page out clean and sharp with a pencil, online over your pencil marks with a light wash. Then clean off with a rubber, and you are ready for your wash work. For your wash use a grayish green, Hooker's Green No. 2, and a little touch of Payne's Gray. For the ivy use Hooker's Green No. 2, a little Payne's Gray and a touch of olive green. This makes a separation between the two greens.

For the wash work around the open lettering, use Payne's Gray and Lamp Black, which makes a steel gray. The wash work on the architectural design should be in steel gray.

We present the second page of the album in this number. It is worked up with the same washes as the first page.

"There are two unpardonable sins in this world—success and failure. Those who succeed can't forgive a fellow for being a failure, and those who fail can't forgive him for being a success. If you do succeed, though, you will be too busy to bother very much about what the failures think."

TEACHERS!

Remember that November is one of the best clubbing months in the year, and every student should be a subscriber to the Penman's Art Journal.

PENMANSHIP SUPPLIES

THE JOURNAL will send the following supplies by mail for the prices named: Stamps taken.

Scennecken Broad Pointed Pen for Text Lettering, set of 11, 25c.

Double Holder for Soennecken Pens.—Holds two pens at one time, 10c.

French India Ink.—1 large bottle by mail, 50c.; 1 dozen, by express, \$5.00.

Gillott's Double Elastic E. F. No. 604 Pens.—A medlum fine pen. 1 gross, 75c.; ¼ gross, 25c.; 1 dozen, 10c. Gillott's Principality, No. 1 Pen.—A very fine pen. 1 gross, \$1.00; ¼ gross, 25c.; 1 dozen, 10c. Oblique Penholders.—One, 10c.

DEPARTMENT OF BUSINESS PRACTICE

MAKING REMITTANCES



HERE are several methods by which remittances are made, but the most common method with business men is the use of the bank draft. Suppose A. of Lowell, Mass., wishes to send

to B. of Davenport, Iowa, \$50. A goes to his bank in Lowell and purchases a draft drawn by the Lowell bank on some bank located in the great trade center nearest to Davenport. In this case the draft would, in all probability, be drawn on some bank in Chicago. A pays the Lowell bank \$50 for the draft and, very likely, a few cents exchange. It depends upon circumstances whether banks charge exchange or not. Some banks charge their depositors nothing. but do charge all strangers a nominal sum. In the above case the amount would not be more than 10 cents or 15 cents. In some cities the banks enter into an agreement whereby a uniform schedule of charges for drafts is adopted and it applies to all persons alike. Bankers tell us that whatever the charge may be for drafts it is no more than enough to offset the expense to which the banks are put in order to maintain the system.

Now, this draft which A purchases would be of no value to any one were it not for the fact that the Lowell bank has money deposited in the Chicago bank on which the draft is drawn. A remits the draft to B, who either cashes it or deposits it at his bank in Davenport. The draft is not drawn upon the Davenport bank, and there will be no rest for it until it reaches the bank on which it is drawn. The Davenport bank indorses it and sends it, likely, to some bank in Chicago, and from that bank it passes to the drawee bank. However, it has not yet reached its final resting place. The drawee bank stamps it "paid." charges it to the Lowell bank, and returns it within a short time to the Lowell bank, where it is filed away, usually not to be disturbed again.

The wanderings of a bank draft from city to city before finally reaching the drawee are sometimes quite interesting. Every bank through whose hands the draft passes indorses it by means of a stamp, and sometimes the back of the draft is entirely covered with indorsements, and it is necessary to attach a slip of paper to the lower right hand end on which to place additional indorsements. This attached slip is known as an allonge. Its use is, of course, not confined to bank drafts exclusively, but is used on all kinds of negotiable paper. It will be seen from the above that the two banks concerned stand in exactly the same position relatively as an ordinary depositor and his bank. The Lowell bank is the depositor and the Chicago bank the drawee. A bank draft then is a check in which the drawer and drawee are both banks, and such drafts are frequently called checks.

The drawee bank renders statements and returns drafts upon it just as a bank renders statements and returns checks to a depositor. A bank draft can be casned at any bank, regardless of the location of the bank on which it is drawn, and is always free from any collection charge. As a matter of convenience, a bank usually prefers to sell a draft on its correspondent nearest to the place to which the draft is being sent, but this is not necessary. A draft drawn on New York is as easily cashed in Seattle as though it were drawn on San

Francisco, the only difference being that in the former case it would take a much longer time for the draft to reach the drawee after being cashed in Seattle than in the latter case.

I have gone into detail in the above because I have found that many pupils understand the mechanical process of going to a bank and purchasing a draft, who have not really considered the relations existing between the banks concerned and which make the system possible.

In whose favor shall you have a draft drawn when purchasing it? You may have it drawn in your favor so that you will be required to indorse it before remitting, or you may have it drawn directly in favor of the one to whom you are sending it. While the latter method entails less trouble, the former has distinct advantages. A draft drawn in your favor and indorsed by you by means of a full indorsement to the other party makes a very clear record of the transaction.

Suppose that in the case of A and B, A has the draft drawn in his own favor and indorses it in full to B. When B gets the draft cashed he must also indorse it. A few months later B claims that he has never received the \$50 from A. All that A has to do to prove his case is to go to the Lowell bank and get the draft which has been returned by the Chicago bank. See what an excellent receipt it is. It was made payable to A. A has indorsed it to B in full and B has indorsed it, showing that he handled the draft. In the face of this evidence it would be hard, indeed, for B to show that he never received payment from A. If the draft had been drawn in favor of B, of course, it would still require B's indorsement, thus showing that it had passed through B's hands, but it would not show so clearly that B had received the draft from A. It should be mentioned that it is a very risky thing to do, to indorse a draft in blank and then send it through the mails. It is, with this indorsement, payable to any one into whose hands it may fall in case it should be lost.

Many business houses make remittances by simply sending their personal checks on their local banks. The objection to this plan has been that those receiving such checks from a distance find it more or less troublesome to dispose of them owing to uncertainty as to the validity of the check. The drawer is unknown and he may not have money in the bank on which the check is drawn. Also, banks frequently charge a small collection fee when cashing or receiving on depos't these out-of-town checks. It is by no means uncommon to see written on the stationery of those concerns which receive frequent remittances, "Do not remit by personal check," or words to that effect.

It is becoming a very common practice, in some localities especially, to make remittances by means of certified checks. After a check has been "certified" it becomes the obligation of the bank to pay instead of the drawer's, and it then passes as readily as a bank draft. In certifying checks some banks stamp on the check the words "payable in New York" (naming some bank in New York). These words are included in the regular certification form, and a check so certified has to go to the bank named in the certification before coming back to the certifying bank. It is, thus, to all intents and purposes, a bank draft.



" IT IS YOUR MOVE "



AMES like chess and checkers, which develop powers of concentration, have their place in educational life. There is nothing so conducive to close attention as the knowledge that it is one's next move. It is said that he who

can see two moves ahead is master of the game of chess. Is it not so in the game of life? How many of us can see beyond the present move we are making? Not many. Furthermore, we do not try. John C. Calhoun, while in college once remarked to a group of students, "If I didn't think that I should be in the Senate of the United States within ten years after I leave college I would quit to-day." Abraham Lincoln always felt, even as a young man, that he one day would be President. While on that famous flat-boat trip down the Mississippi, when he was twenty-one years of age, he said when beholding the horrors of slavery, "When I become President I will put an end to slavery in America."

Some one has advised young men to keep their eyes on the main chance How many are doing this? What is your main chance?

Two moves ahead! What will be your next move? Suppose each move represents a year of time—into what kind of position will your next move land you? Will it finally place you in the "king-row," as in checkers, or permit you to "checkmate" your opponent, as in chess?

Five minutes' walk from this office, at 52 Wall street, occupying the desk of the vice-president of the National City Bank, sits a gentleman who a few years ago was a young country lad residing just outside of the city of Aurora, Ill. His father dying and his mother being too poor to maintain the little farm left to her and her family, it was necessary for young Frank Vanderlip to seek work at the age of sixteen. He found employment in a manufacturing establishment at seventy-five cents a day. At the end of the year his work had been so satisfactory that the superintendent called him to his office and informed him that he would soon promote him to a position as foreman, which would pay three dollars a day. Meanwhile, young Vanderlip had been doing two days' work in one; the first from 7 a. m. to 5 p. m. for his employers, the second, from 7 p. m. until midnight for himself, studying. He took a course in shorthand by mail, and after becoming somewhat proficient, sought a position on a newspaper, where he could make use of his art. He finally landed in the city of Chicago, on one of the daily papers there, using his shorthand every day, but always keen for an opportunity for promotion. This opportunity came one day, when he was offered a position as private secretary to Lyman J. Gage, the Secretary of the Treasury of the United States. Mr. Vanderlip's sole purpose in accepting this position was because of the opportunity it might offer in the way of promotion to something higher. In his own words, he states that he knew this position would put him in

touch with people whom it would be advantageous to know. He went to Washington and soon proved his worthiness and capability. In a short time he was appointed Assistant Secretary of the Treasury, and from that position he stepped into the one he now occupies, at a salary almost equal to that of the President of the United States. This position, or a similar one, is what he had his eye on all the time. He saw two moves ahead.

How many of the young men are there in school to-day who are planning for the position they are to hold ten years from now?

One of the elements of success consists of this ability, Furthermore, do not forget the two days work in one. One for your employer and one for yourself. This spells preparation for future responsibilities.

"BOOTS AND SHOES FIXED AND REPAIRED."

So read the sign on the window of a little boot and shoe establishment near an elevated station in Brooklyn. The young man starting in business had the correct idea of what the sign should say, but his knowledge of English was meagre. All day long he could be seen bending over the odd jobs left him. But his mind was on something better. To attain his ambition it was necessary to have a better education. He could not afford to go to school in the day time, and, so, despite his long hours of weary labor, he took up a course evenings in a local business school. Night after night, for two years, he studied his grammar, spelling, penmanship and arithmetic. It was not long after he began his course in the night school till his sign was changed to read, "Boots and Shoes Repaired. Satisfaction Guaranteed,"

After finishing his course at night, he continued studying by himself, awaiting the opportunity which he felt he was fitted for. Soon it came. The Civil Service needed an interpreter in one of the courts, some one master of a foreign language and at the same time sufficiently familiar with English to meet the requirements of the position. Our young shoemaker took the examination, passed with a high rating, and now occupies a responsible official position with a tenure for life. His income each day is sufficient to more than pay the salary for an entire week of the one he has hired to do his old work for him. His hours are short, he dresses well, and walks with an air which betokens pride and satisfaction in his calling.

He saw two moves ahead.

"Never you mind the crowd, lad,
Or fancy your life won't tell;
The work is a work for a' that,
To him that doeth it well.
Fancy the world a hill, lad,
Look where the millions stop!
You'll find the crowd at the base, lad,
There's always room at the top."



THE OFFICE



NPRECEDENTED prosperity has prevailed in the business world for years, and particularly in the United States. The result has been increased labor, larger combinations of capital, more help employed and system. The whole

system revolves on a pivotal office.

If one enters a store for the purpose of paying a bill, upon inquiry as to who shall be the recipient, he is met by the same reply invariably: "Go to the office," and this office to which he goes is a room, or it may be the people employed in that room. The exact idea of office is more or less indefinite. If we consider the room, it might be small, but with every inch of space utilized. There are counters with sizeable books upon them, so indexed and ruled as to be convenient for use at short notice.

There are typewriters with billing and tabular attachments, modern devices for adjustments of ribbons without the much-dreaded soiling of hands. There are adding machines to undo all the rapid calculation the youth learned at school. There are various copying devices as the roll-copier, doing away with blurred copies and the old-time letter-copy book; the mimeograph and neostyle, whereby, with a good stencil, five hundred over or under may be printed; and best of all, the multigraph, a mechanism calling for an understanding of type setting, as well as typewriting. This implement will print ninety thousand and more from one copy.

Then there are the various filing systems. Doubtless the card index vertical numerical will be most used. There is no portion of labor saved to such an extent as with a system that can be adapted to one or fifteen cabinets. The business public surely does feel indebted to the Y. & E., the Macey, The Library Bureau, the Globe-Wernicke, and other filing cabinet manufacturers, for they have made both bookkeeping and the methodical arrangement of correspondence a simple matter, both for the corporation and the individual, whether he be a doctor, lawyer, chef, or she be a cook, for I am told some model cuisines keep the receipts on cards indexed, bread, cakes, etc.

If by office we mean the people, we shall find the manager and his assistants, known as bookkeeper, stenographer, checker, telephone operator. The demands of the office of to-day are for competent assistants. The life of an establishment is rushing. There is no time to tell an employee how to add, and then check up his work later. He must be a master workman of his art, and of details in general.

A certain lad with the average amount of brain matter was called to a telephone booth. After staying there fifteen minutes, he came out with a most forforn look on his face, "I couldn't get the plagued thing in my mouth. I don't know what they said."

A man called the other day for a stenographer. He explicitly stated he wanted "one who could meet customers, not too forward, but a fairly good talker."

These are details which possibly cannot be gained at school, yet help to raise the salary of one employed. Progress shows that man is first an imitator, then a collector, and finally a manager. The secret of his success is to know what to use from that he has seen others use or knows of; and how to rule others by trustworthiness and idealizing his work. It is because of this fact that the office of to-day moves like clockwork and is a vital feature to every organization, small or large.

THE TOWN OF NOGOOD

My friend, have you heard of the town of Nogood, On the banks of the River Slow, Where blooms the Waitawhile flower fair, Where the Sometimeorother scents the air, And the soft Goeasies grow?

It lies in the valley of Whatstheuse, In the province of Letherslide, The Tiredfeeling is native there; It's the home of the reckless Idontcare, Where the Giveitups abide.

It stands at the bottom of Lazyhill,
And is easy to reach, I declare;
You've only to hold up your hands and glide
Down the slope of Weakwill's toboggan slide,
To be landed quickly there.

The town is as old as the human race,
And it grows with the flight of years;
It is wrapped in the fog of idlers' dreams;
It's streets are paved with discarded schemes,
And sprinkled with useless tears.

The Collegebred fool and the Richmausheir,
Are plentiful there, no doubt;
The rest of its crowd are a motley crew,
With every class except one in view—
The Foolkiller is barred out.

The town of Nogood is all hedged about By the mountains of despair; No sentinel stands on its gloomy walls, No trumpet to battle and triumph calls, For cowards alone are there.

My friends, from the dead-alive town Nogood,
If you would keep far away.
Just follow your duty through good and ill;
Take this for your motto, "I can, I will,"
And live up to it each day.

THE BOOKKEEPER.

PRACTICAL Course in Shorthand BARNES

At the special request of some of our customers, we are publishing an edition of our new shorthand book "BRIEF COURSE"

(both Pitman and Graham editions), under the name "PRACTICAL COURSE IN SHORTHAND."

They insist that it is not only an ideal brief course, but is the best even for a most thorough course.

If you have not tried the text in your classes, send 10c. postage for a few sets of the first lessons, and be convinced.

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Paper, - - - Free Cloth, - - - 50d

Postpaid, \$1.25.



"If a pupil cannot learn shorthand from your book, his case is hopeless."

REVISED

Touch Typewriting Lessons Now from the Press.

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Our New Practical Typewriting

is meeting with great success. Teachers are enthusiastic in their praise of the work. It has been necessary to order a third edition, although we supposed the first (printed in July) would be sufficient for the season. An order was received from one principal for 750 copies.

If you desire to secure the best possible results in your typewriting classes, you should investigate the merits of this book at once. An examination of the carefully graded lessons (of which there are more than 100) and the 210 topics listed in the Index, will convince you that we have covered in this text everything a stenographer should know about typewriting.

The book opens at the end, and, with the aid of an ingenious attachment, may be converted into an easel, keeping the lesson before the pupil, also forming a copyholder. We have editions for the Oliver and Smith Premier, as well as the Remington and other machines having the standard keyboard.

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Now is a good time to consider our Everybody's Dictionary (vest-pocket size) with a view to presenting a copy to each of your students at Christmas. The book makes an attractive and useful gift, and, with the name of the school stamped on the front cover, forms a lasting advertising medium.

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EUCLID AVENUE AND EIGHTEENTH STREET

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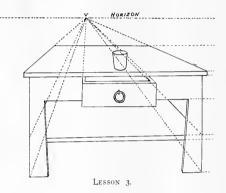
CLEVELAND, OHIO

PEN DRAWING AND ILLUSTRATING

VALENTINE SANDBERG

HESE lessons should prove very interesting to you in the succeeding numbers, as we are now beginning to draw objects. Here we have another lesson in perspective.

In order that you will understand the meaning of perspective more clearly, I will ask you to imagine yourself looking in the distance on a street or on a field, so that in whatever direction you look, the earth and sky apparently meet at a straight dividing line. This line is called the horizon. The point on the horizon toward which the eyes are



directed is called the vanishing point. The horizon is opposite, whether you are sitting or standing. Therefore, in drawing the table shown by the plate imagine yourself looking down on it, and the horizon or vanishing point would be straight ahead of you. All perspective lines should run to this or other vanishing points on the horizon.

Sketch out this on any table roughly, and find the vanishing points. You are to follow out the same principle as in the previous lessons.

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HE loop letters herewith presented are three spaces high. However, where compactness is desired they may be but two spaces high. Of course, the stem letters and the loops below the base line are to be in like proportion. Right

here let me say there is much opportunity in script page writing for the study of harmony as regards spacing, distance between lines, relation of the script to the lettering and ornament, etc. In other words, the aim in page writing should be to so arrange spacing, weight of lines, etc., that the black and white will be a harmonious whole.

Lebellebellebell hhhhhhhhhhhh kkkkkkkkkk lehklehklehk

Begin the loop for l, b, h and k with a hair line the same as for i. Lift the pen and make the main shaded stroke downward, aiming for a smooth, clean-cut effect. This shade should be the thickest one space above the base line. Make third stroke or right side of loop downward, connecting it with the main stem one and a half spaces above the base line. Finish with a hair line right curve. Make all turns at the bottom round.

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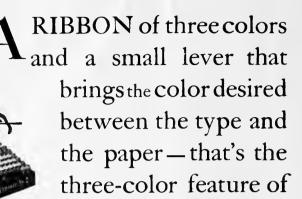
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Subscribers wishing to have their magazine sent to a new address should notify us promptly, giving the old address and specifying the edition, whether News or Regular. Notices must be received one full mouth in advance, that all copies may be received.

The one thing of which The Journal is proudest is that nine-tenths of the school proprietors and teachers that take the trouble to put it in the hands of their students at the clubbing rate think enough of the paper to send in their own subscription year after year for the News paper to send in Edition at one dollar.

ON TO PITTSBURG



VERY teacher in the East and Middle West should be planning to attend the Pittsburg meeting. This is the first time in the history of the National Commercial Teachers' Federation that it has come as far East as Pittsburg.

This city, the iron metropolis of the world, is in the midst of a very productive region, and has, within a radius of a few hundred miles, possibly more business schools than any other city in America.

These conventions are primarily for the teacher. They have been the making of many of our leaders. As generators of enthusiasm and professional interest they are to be compared to nothing else.

A four days' programme has been arranged, and in all the various sections and divisions there is certainly enough professional food provided to satisfy the most ardent enthusiast in the field of business education. If you teach penmanship, bookkeeping, commercial law, typewriting or shorthand there is provided in the programme just the matter which will be of the greatest help to you. The private school owners have a section all to themselves, and from what we know of the personnel of this section we are led to believe that the cause of business education has much to thank them for in the way of suggestive improvement and betterment of conditions, both financially and educationally.

The annual programme will soon be issued from the press. Copies may be secured from J. C. Walker, 46 Grand River avenue, Detroit, Mich.

There is some talk of changing the time of meeting. Many teachers and school owners object seriously to leaving their homes and business in the middle of the winter to be gone an entire week. Their contention is that they are in need of rest, and that the holiday season is, of all occasions, the one most desired to be spent at the fireside at home. On the other hand, there are those who find it impossible to get away during the summer months because of the campaign for business the coming fall. Most of the private schools are in session the greater part of the summer, and the week between Christmas and New Year's is the only holiday common to all the schools.

Unquestionably the next meeting will be held in the West, It rightfully belongs in that territory. It was organized in Chicago, and the western teachers and school owners have been responsible in a very large measure for its success, Therefore, Eastern members will have an opportunity this year, at a minimum expense, to attend the meeting of this big gathering, the largest of its kind in the world.

The sessions open Friday morning, December 27, and continue until Tuesday evening, December 31. It costs \$2.00 to join. This fee entitles one to a printed copy of the pro-

THE JOURNAL is planning to get up a record-breaking party from New York. We shall go over the Pennsylvania road, leaving some time Thursday. All Eastern delegates who can go by the way of New York are cordially invited to join THE JOURNAL party on its way to Pittsburg. We shall have a most pleasant trip going and coming, and hope to make it by no means one of the least delightful features of

A NEW DEPARTMENT



the gathering.

HE new department in THE JOURNAL devoted to the interests of the engrossing artists of the country is rapidly expanding. Mr. Marlatt is now associated with THE JOURNAL and head of the Art Department. All inquiries regarding

this important branch of penmanship should be directed either to THE JOURNAL or to him at THE JOURNAL office, where they will receive his personal attention. Mr. Marlatt is devoting a great deal of his time to the interests of JOURNAL subscribers, and it is his intention to make this new department as helpful as possible to the fraternity. To any one who is interested in original work from his pen and brush we refer to his department in this issue.

NEWS EDITION BULLETIN

The News Supplement for December is of great interest and value. In addition to the regular departments maintained each month, Movements of the Teachers, News of the Profession, Hymeneal, Obituary, Convention News and Notes, Who's Who in Penmanship, Names and Addresses of Recent Journal Visitors, The Galaxy of Leading Penmen and Business Educators, including photographs, names and addresses, we present some specially_written articles by well-known members of the profession.

Among these are: The Teaching of Interest, by W. E. Douglas, Wilmington, Del.; How I Became a Penman, by H. W. Ellsworth, New York City; The Private School Situation in the World's Workshop, by P. S. Spangler, Pittsburg, Pa. This is a very timely article on the Get-Together Policy, a new department devoted entirely to the interests of school owners and principals. A. F. Harvey, Waterloo, Ia., continues the subject of Advertising with an illustrated article. A Word on Methods of Teaching Writing, by A. H. Steadman, Supervisor of Writing, Cincinnati, Ohio.

The News Edition is \$1.00 a year, and every teacher, school principal and school proprietor should have it. You will find this edition of our magazine of great help in your work.





TRUST that the letters we had last month—t, d, p, l, b, h, k—had your closest attention, and that, even though the time was short, you were able to get the letters fairly uniform in your practice.

I wish to suggest an important matter to you here in practicing penmanship, and that is, try to get wish to suggest an important matter to you here in practicing permansing, and that is, ity to get your letters right the first time. Too many students in permanship, as in shorthand, have their eye on a day far off when they will be skilfful. You should to-day do some perfect work, even though it may be but a single letter or figure. Do not throw this perfect specimen away. (Ipi it from the page and put it if advise every student to keep a small scrapbook, in which he can place his own work, pasting each specimen

down, dating it, and keeping it for further use.

This month we continue the loop letters, but the loops, instead of being above the line, are below the line. Bear in mind the important characteristics I mentioned last month, namely, uniformity of length and width of loops, together

mind the important characteristics I mentioned last month, namely, uniformity of length and width of loops, together with the place of crossing. The loops below the line can well be studied by turning the plate upside down.

Now, while you are trying to get your work accurate, do not forget the movement. It is better that you use the free-arm movement and not get your letters quite so accurate, than it is to make them perfect and sacrifice the easy, graceful swing that is so necessary in business writing.

I should like to see specimens of work from many students, and all who send in creditable reproductions of any plates of this month's lesson will be mentioned in our special column devoted to that purpose.

Each plate is designed to give sufficient work for two lessons, including the class drill and home work. The home work to the plate is designed to give a great great which has been drilled an and practiced in the class.

work should consist, wherever possible, of a word using the letter which has been drilled on and practiced in the class recitation.

It requires a combination of many things to produce good business writing. The most important one, however, is repetition. A word must be written literally thousands of times in order that the muscles may be trained to execute it unconsciously. Until one writes well unconsciously he should not be considered a good writer.



Plate 31.

As a preliminary drill to the lower loop letters, practice at least fifteen minutes each lesson on the straight line exercise in this plate. Notice the beginning and finishing strokes. The exercise is two ruled spaces in height. Count rapidly, making twenty down strokes to the group.

The j is a difficult letter to make, for the reason that there is a strong tendency to curve the down stroke. It should be made as straight as possible. Make sixteen to the line. As a supplementary drill join them in groups of three. Practice them with the letter a between them, and finally with words where the j is used initially and medially. The word jaunt should be written six times to the line and the word rejoice five times to the line. Fill a page of each word. The count for the j is 1-2-3, 1-2-3.

mmmmm mmm mm. in his this this this the

Plate 32,

Practice ten minutes on the straight line exercise before taking up the y. Then practice the first line exercise given in this plate, which constitutes the first two strokes of the n. The y is made up of the first part of the n and the letter j. Endeavor to keep both down strokes parallel and the letter the same width as the n. Make sixteen y's to a line. Make the letter then in groups of three and finally in words. Make a page of each word. Write rapidly. Get a smooth line and be sure to not let the fingers bend. Count 1-2-3-4, 1-2-3-4.

Plate 33.

Practice ten minutes on the straight line exercise in plate 31. The g is like the a joined to the last part of the j. It will help you to think of the figure g when making the g. Make sixteen to the line and be sure that the finishing stroke crosses the straight down stroke. The word gaming is a key word. The word begins and ends with g. I strongly advise making page after page of this word. Five words to the line is about right. The count for the g is 1-2-3, 1-2-3.

Plate 34.

Again practice on the straight line exercise for ten minutes. The letter z begins like the letter n, but it stops on the base line, turns a little to the right, and finishes with a loop like the small l inverted. Make sixteen to the line and count for each downward stroke. The count for z is 1-2-3, 1-2-3.

The g begins like the g, but the loop comes up to the right of the down stroke instead of to the left. Join the curved up stroke to the straight down stroke on the base line. Count 1-2-3-4, 1-2-3-4 for the g.

Here we have a review of the straight line. Practice it rapidly, almost as fast as you can count. The f is better made in groups, because by so doing one is compelled to use the swing. The letter looks like a double oar, the top and bottom loops being the same length and width. Try to get the letter the same length and watch the spacing carefully to see that it is uniform. Count for the f 1-2-3, 1-2-3. Make an entire page of each word.



We now come to a line of work that will be a little easier, for the reason that it is larger. Students always like to practice on the capital letters. They frequently do this to the neglect of the small letters. It is safe to say that we use fifty small letters to one capital letter in our body writing. Nevertheless, the capitals are extremely important, and I am sure that students will be delighted to begin them.

The first capital to take up is the O. This is for the reason that it is a perfect oval. Make half a page of the first line and then half a page of the second line. At least one page should be made of each of the succeeding letters.

Notice how the capital begins and how it finishes. It has a little oval in it and the finishing stroke points downward. Count 1-2, 1-2 for the complete letter.

wine, armimicvementa: I

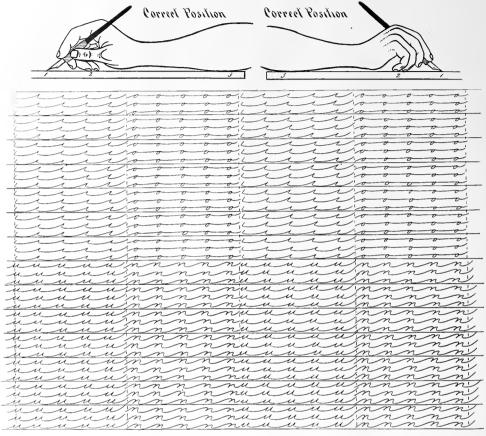
Plate 37.

The C is almost a perfect eval. In fact, it has an eval within an eval, and the smaller eval is the more difficult to make. What makes it difficult is to get it on the right slant. It you will turn it upside down you will see that it looks like the c. After you have made a few lines of this capital turn them upside down to see if the smaller ovals look like

Line I is made by first making the C and throwing the oval around it as a sort of frame. Do this ten times. Make a page each of lines I, 2 and 3. In line 5 the C is joined in groups of three. This affords a little practice in lateral motion. At least one week should be devoted to each of the capital letters. Count 1-2, 1-2, 1-2,

SUPPLEMENTARY COPIES

By Horace G. Healey.



SMALL LETTER MOVEMENT DRILLS FOR DECEMBER PRACTICE.

INSTRUCTIONS FOR MOVEMENT PLATE

To develop skill in executing the smaller turns in business writing, nothing is more beneficial than constant practice on the small letters. In this issue we show how this work can be very profitably done. Divide the line into four equal spaces by drawing lines from the top to the bottom. Then write three lines to the space, writing the lower one first, the one in the middle of the space second, and the one at the top third. Write five small letters to each group. Count them and write rapidly.

The best letters for this exercise are shown in this plate; namely, i, o, u and n. We have given fourteen lines here. The plate should be duplicated when the practice is done on legal cap paper, but where the paper is letter size, repeat the last seven lines.

Watch carefully the retrace in the small n. This is one of the most vital points in rapid business writing. Strive for freedom rather than accuracy.

To the ten students who send in the best reproductions of this plate on or before December 20th, we will present to each a set of Ames's Copy Slips.

THE MIGRATORY PEDAGOGUE

We have received several explanations regarding the migration of pedagogues, but none for printing save the following paragraph. We should like to hear from others.

"Here's my answer to "The Migratory Pedagogue' in the November Journal, with apologies to all school proprietors to whom it may or may not concern:

"I consider the main fault to lie with the school proprietor and not so often with the teacher. Some school managers when looking for a teacher state 'beginning salary, so much,' while, if the actual truth were known, he should have said 'continual salary.' After the teacher has worked the full 'beginning salary' time and looks for the expected advance he gets it?—somewhere? Anyway, another 'beginning salaried' man is looked for. The exit teacher, becoming disgusted with this state of affairs, plods across the continent in the hope of finding things different, but, alas! you soon hear of him striking back home with only part of his salary.

"I believe this explains one of the chief causes of the continued movements of many teachers."

Walter E. Dunn, Jersey City, N. J.





EMEMBER, my son, you have to work. Whether you handle a pick or a pen, a wheelbarrow or a set of books, dig ditches or edit a paper, ring an auction bell or write funny things, you must work. If you look around

you will see the men who are the most able to live the rest of their days without work are the men who work the hardest. Don't be afraid of killing yourself with overwork. It is beyond your power to do that on the sunny side of thirty. They die sometimes, but it is because they quit work at 6 P. M., and don't get home till 2 A. M. It's the interval that kills, my son. The work gives you an appetite for your meals; it lends solidity to your slumbers; it gives you a perfect and grateful appreciation of a holiday. There are young men who do not work, but the world is not proud of them. It does not know their names even; it simply speaks of them as "old So-and-So's boys." Nobody likes them; the great. busy world doesn't know that they are there. So find out what you want to be and do, and take off your coat and make a dust in the world. The busier you are the less harm you will be apt to get into, the sweeter will be your sleep, and the better satisfied the world will be with you.

BOB BURDETTE.

The less luck a man has the more he believes in it.

Get your work right the first time. One of the greatest enemies of success is the reliance that is placed on "another chance." "If at first you don't succeed, try, try again" may have been a good rule in the days before the telephone, the telegraph and the express train. It is not a twentieth century proverb. It won't do for the stenographer, the reporter, the bookkeeper or the salesman. Be sure at first you do succeed, and you won't have to try again. The unsuccessful ambitions might be classified into two divisions: those who say, "Give me a chance," and those who plead for "another chance."

What determines the successful man from the unsuccessful? Is it not the fire of ambition? The student in the school, or the clerk in the office, who has not had this spark kindled into flame, has missed the greatest element of success and usefulness. It is the inextinguishable fire of ambition which overleaps every obstacle, devours every impediment and envelops every purpose in life.

According to mythology, after the earth had been covered with luxuriant vegetation and peopled with living creatures, it was found necessary to endow animal life with instincts and forces sufficient for protection and preservation. Prometheus, and Epimetheus, who distributed these gifts, were so lavish that, after man was created, they found they had nothing left for him, and as he was to rule over the earth, they longed to bestow upon him some great power not possessed by any of earth's other creatures. The only thing Prometheus could think of was fire.

The gods alone possessed this great force and would not

willingly part with it. However, Prometheus, one dark night, went to the top of Mount Olympus, and, while Jupiter was not looking, took a burning brand, concealed it in his breast, and descended to the earth. Jupiter soon noticed the light, and was filled with rage. He ordered Prometheus to be brought before him, forthwith, and punished. But man was in possession of fire, and since that time he has been master of the material world. And it is fire that makes him so.

Now, Prometheus procured this fire for you and for me. We, too, have it concealed within us, unless some great force—maybe a teacher, or a circumstance, or a need—has kindled it into a consuming flame of energetic enthusiasm which knows no fatigue, no diminution.

OUR OFFICE RULES

At the Business Show held in New York the middle of October one of the enterprising firms—the American Multigraph Sales Company—reproduced in typewritten form a set of office rules which, we think, will be appreciated by many of our business readers:

- Gentlemen upon entering will leave the door wide open or anologize.
- 2. Those having no business should remain as long as possible, take a chair and lean against the wall; it will preserve the wall and may prevent its falling upon us.
- 3. Gentlemen are requested to smoke, especially during office hours; tobacco and cigars of the finest brands will be supplied.
 - 4. Spit on the floor, as the spittoons are for ornaments.
- 5. Talk loud or whistle, especially when we are engaged. If this has not the desired effect, sing.
- 6. If we are in a business conversation with any one, gentlemen are requested not to wait until we are through, but join in, as we are particularly fond of speaking to half a dozen or more at a time.
- 7. Put your feet on the tables or lean against the desk; it will be of great assistance to those who are writing.
- 8. Persons having no business to transact will call often or excuse themselves.
- 9. Should the loan of money be desired, do not fail to ask for it, as we do not require it for business purposes, but merely for the sake of lending.
- 10. If you see anything in the office that you would like to have as a souvenir, help yourself; take it without asking; don't be bashful.

The funny part of the foregoing is that in many business offices each one of these rules is observed every day in the year.

"A man can't have his mind pumped out like a vacuum pan, or stuffed full of odds and ends like a bologna sausage, and do his work right. It does not make any difference how mean and trifling the thing he is doing may seem—that is the big thing, the only thing for him just then. Business is like cil—it won't mix with anything but business."



HOW TO LAY OUT A SET OF RESOLUTIONS



HAVE been devoting a great deal of space to initials. Many who are following my course are practical engrossers, and they want to know how 1 lay out a set of resolutions. I know of no better way to do this than to take an order

which I filled a little while ago, first giving you my outline and, second, giving you the complete set of resolutions. outline down to the word "Patterson." I wish that every one, however, could outline this himself before looking at my copy, but as that is impossible, for the reason that you have already seen the plate, we shall have to go ahead. I made this in halves. You will notice that the right half is an exact duplicate of the left in all of the serolls and ornament. It is necessary for you to only outline the left-hand side, make a reverse tracing of it and use the same for the

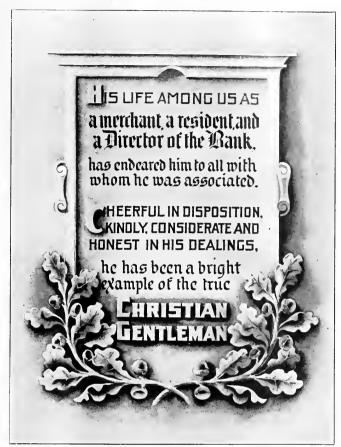


Here is the way the order came to me: "At a regular meeting of the Peter Hanck Association, of Harrison, X. J., held on Saturday evening, January 12, 1907, the following preamble and resolutions were adopted: Whereas, It has pleased the Divine Ruler of the Universe to remove from our midst our fellow member and associate, John T. Patterson," etc. Now, remember that these resolutions were in typewritten form. It was up to me to lay them out so that when completed they would present a harmonious whole.

I shall now give you the pencil sketch of my original

right-hand side. After you have laid out the resolution in pencil the same as the cut shown, outline the ornament over your pencil work with a light wash, using a pen. When this is done you can take an eraser and clean off the pencil outline. You are now ready for your wash work. In the January number I will tell you how to put in the wash and also give you a photograph of the complete set of resolutions, which were worth \$50.00.

I have received a number of nicely illuminated initials from those who are following my instructions, and I must



There Page of the Album.

The First Page Appeared in the October Number and the Second Page in the November Number.

say that all the artists have done extremely well, considering the fact that in every case it was the first illuminated work they had ever done. I have criticised all of these and returned them.

Owing to the fact that more penmen are following this course than we had supposed, it has been decided that something should be done to supply the demand for original pen and brush work on the initials. This department has, therefore, decided to make up a number of initials in wash drawing and illuminating. We have some already on hand which we are loaning, but they are so valuable that the risk taken in sending them by express is more than we like to undertake. Furthermore, it is very expensive sending them and having them returned. We shall continue, however, this feature of our work, but, in addition, those penmen and engrossing artists who would like to procure specimens of original work may have the same by writing to this office. We have prepared the following scale of prices:

Handsome Initials in wash drawing, full regulation size, from \$1.00 to \$5.00.

Illuminated Initials in gold and colors, from \$500 to \$15.00.

For a specimen album page we can send a good quality of work for \$10.00.

We are also preparing a set of specimen resolutions, size 13x17, for \$12.00, the resolutions to consist of not more than one hundred words, to permit of ample display. Any engrossing artist should be able to get many times this amount in the way of suggestions for filling his own orders.

Orders for initials, album pages and resolutions will be filled in the order of their receipt. In all cases money order for the amount should be sent with the order, and if the work is not worth at least twice what we ask for it we shall be very glad to refund the money.

"You are certainly getting out a magnificent publication, and for giving us the Marlatt lessons you are entitled to the thanks of every professional and amateur Engrosser who happens to be on your subscription list. The examples of Engrossing turned out by this splendid workman, since branching out for himself, are enough to stimulate and inspire the whole rank and file of the Engressing profession. My hat's off to Marlatt!

P. W. COSTELLO, Scranton, Pa.

^{&#}x27;Nov. 6, 1907."





HE flat oval introduced in the November lesson is used in all the letters presented in these plates. A good method to develop freedom in ornamental writing is to join capitals. In fact, ornamental writing without combinations is almost umbelievable. As the graceful curves characteristic of this style are conducive to easy joining, and as there is more or less license in the shape of the letters, there is the widest opportunity for the exercise of individuality in this style of writing. In business writing the most skilled pen-

men endeavor to present a perfect type of the orthodox form of letter. This is not true in ornamental writing. Penmen delight in individuality, and while there are certain laws of spacing, shading and slant which are recognized, these do not in the least interfere with a great variety in style.



Piate 7.

The capitals presented in Plate 7, especially the K, B and R, are joined nicely. Notice that in these letters the first part is two-thirds the height of the last part of the letter. It is necessary to lift the pen in all of them. The connecting loop in the K should be made very small. A common fault with many penmen is to make this too large.



Plate S.

Another style of capital is presented in this plate. Here we have the P, B and R made without lifting the pen. These are some of the old-fashioned style, but yet they find favor with many pennen. Watch carefully the beginning and finishing strokes. The shade is a little higher up than it is in the letters in the preceding plate. The last line—the capital F—affords an opportunity for you to display your skill in parallel lines. Be careful to not get the body of the letter too high. A serious fault is to make the hody so high that when the top of the letter is put on it makes the entire letter higher than any other letters in the name or combination.

PENMAN'S ART JOURNAL NEWS EDITION \$1.00 AYEAR MIRROR OF THE PROFESSION THE NEWS EDITION OF THE JOURNAL costs \$1 a year. We hope to make it worth the news toucher and school proprietor. It is a matter of decess.

THE NEWS EDITION OF THE JOURNAL costs \$1 a year. We hope to make it worth at least that much to every teacher and school proprietor. It is a matter of deepest gratification to us that hundreds of our professional brethren who give their students benefit of the low clubbing rates for the regular edition think well enough of The Journal to enroll their own names on the Professional List, at \$1 a year.

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J. F. Bowers, Roanoke, La. Charles F. Zulauf, Staten Island Business College, New Brighton, S. I.

M. M. Van Ness, Coleman Business College, Newark, N. J.

Mr. and Mrs. Clarence Williamson, Chicago, Ill. Samuel Stratton, stationer, Paterson, N. J. A. H. Dixon, Wood's School, Brooklyn, N. Y. C. Ropp, Ropp Publishing Company, Chicago, Ill.

C. Ropp, Ropp Publishing Company, Chicago, III. George M. Guest, Brooklyn, N. Y.

Mr. and Mrs. J. Mitchell Howard, Howard-Severance Company, publishers, Chicago, Ill.

M. P. Ropp, Heffley School, Brooklyn, N. Y. Miss Josephine Bryan, Westerleigh Collegiate Institute, New Brighton, S. I.

MOVEMENTS OF THE TEACHERS



H. DIXON, of the Butte, Mont., Business College, has engaged with Wood's School, Brooklyn, N. Y.

J. C. Estlack, formerly of the Bowie, Tex., Commercial College, is now principal of the comrtment of the Nelson & Draughon Business Col-

mercial department of the Nelson & Draughon Business College of Fort Worth, Tex.

B. H. Treybig, of the Tyler, Tex., Commercial College, is now connected with the Fredonia, Kan., Business College.

F. B. Courtney, late of Toland's Business College, Milwankee, Wis., has joined the faculty of the Caton College Company, Minneapolis, Minn.

Miss Ola B. Stark, a graduate of the State Normal School of Pennsylvania and the Scranton School, began her duties as a teacher of shorthand in the Blair Business College, Spokane, Wash., about September 15. Miss Stark has been admitted to the bar, practised läw and has done considerable reporting.

The new head of the commercial department of the Chelsea, Mass., High School is A. E. Wright, for some years a teacher in and near Boston, but more recently in business life.

James W. Harris, a graduate of the Marlboro, Mass., Business College, is now in charge of the commercial department of the Kentucky Military Institute, Lyndon, Ky.

E. A. Potter, of the Gilbert Commercial College, Mil-

waukee, has engaged with the Blair Business College, Spokane, Wash., as teacher of letter writing and bookkeeping.

H. E. Congdon, who went to the Meriden, Conn., High School in September, is in poor health. C. N. Nye, a late graduate of the Rochester, N. Y., Business Institute and the Zanerian Art College, will take Mr. Congdon's place until he is able to take up his work again.

Ira Richardson, last year with the Ashbourne, Pa., High School, and during the summer and early fall with the Burdett College, Lynn, Mass., is now head of the commercial department of the Dedham, Mass., High School.

A. E. Dawson, of Hoopeston, Ill., and for some time with the Yocum Business College, Massillon, Ohio, has engaged with the Toland School, La Crosse, Wis.

R. H. Wallin, a graduate of Draughon's Business College, Kansas City, Mo., takes charge of the commercial work of Mills Institute, Honolulu.

The new typewriting and shorthand teacher in Merrill College, Stamford, Conn., is Miss Aurilla B. Crouse.

Charles Maurice, formerly with the White Plains, N. Y., High School, has engaged with the Eagan School, Hoboken, N. J., to take up work in the commercial department.

Charles Hoover, of Columbus, Ohio, is a new teacher in the Ohio Business College, Cleveland, Ohio.

Miss Myra A. Jones, who has been engaged in office work in Maine for some time, is teaching at the Drake Business College, Passaic, N. J.

Miss Anna Mowery, of the Sharon, Pa., College of Commerce, has been engaged as assistant in the commercial department of the McKeesport, Pa., High School.

E. J. Losie, who has had charge of the commercial department of the Anaconda, Mont., High School, has resigned his position to take charge of the commercial department of the University Preparatory School, Tonkawa, Okla.

J. W. Gillihan, of the Bowling Green, Ky., Business University, is now connected with the Beloit, Wis., Business College.

The shorthand department of the Ferris Institute, Big Rapids, Mich., is now in charge of John Alfred White, a graduate of that institution, who has made a very enviable record in commercial work.

F. E. Lakey, of the English High School, Providence, R. I., has been elected to a good position in the English High School, Boston, Mass. J. F. Ganey, of the Bristol, R. I., High School, takes Mr. Lakey's place at the Providence school.

A. M. Fisher, formerly of Draughon's Business College Washington, D. C., goes to the Indianapolis, Ind., Business University to take charge of the shorthand department, succeeding Stewart F. Benson, who discontinues teaching for the present.

A. E. Edwards takes the place of F. R. Salway as head of the commercial department of Whitworth College, Tacoma, Miss Delia J. Hayden, a graduate of the B. & S. Business College, Providence, R. I., is now secretary to John F. Casey, headmaster of the English High School, Boston.

Miss E. Mae Comfort is now commercial teacher in the

Cape May, N. J., High School.

Miss Elizabeth M. Charles, late instructor of commercial branches at Hiram College, Ohio, is teaching at the Marion. Ohio. Business College. The commercial department of Hiram College has been discontinued.

E. A. Cast, a penman and commercial teacher of large experience on the Pacific coast, is now principal of the Wenatchee, Wash., Business College.

Miss Lulu B. Hagely, of Panama, N. Y., is a new teacher at Hall's Business College, Pittsburg.

Miss Pearl A. Ritchey, a former teacher of G. W. Brown, has engaged with the Poplar Bluff, Mo., Business College.

The penmanship work in the School of Business of Ohio Wesleyan University is now in charge of H. P. Greenwall, a recent Zanerian graduate.

Miss Ella M. Hayes, a late graduate of the Erie, Pa., Business College, is teaching shorthand in the Drake Business College, Passaic, N. J.

Mr. Whitehill, for some time New England agent of the J. B. Lippincott Company, publishers, is the new commercial teacher at the Watertown, Mass., High School.

Hastings Hawkes, who last year had charge of the commercial department of the Winthrop, Mass., High School, is now in the Government service at Washington, having at present a position as bookkeeper in the Stockkeeping Division of the Government Printing Office. Mr. Hawkes is a college man, as well as a very high-grade commercial man, and, like many other ambitious and intelligent men, he has foreseen the possibilities of increasing his intellectual equipment, while making a good salary from the Government, by taking an evening course in George Washington University, where he will probably complete the law course.

J. H. King resigned his position with the Butte Business College, Butte, Mont., and is now located with the Easton,

Pa., School of Business.

Miss Ruby Spicer, of Marseilles, Ill., and Miss Amy Dates, of Portage, Wis., have been employed by Hoffmann's Business College, Milwaukee, Wis. They will instruct in shorthand.

Miss Minnie Everett, of the Bowling Green, Ky., Business University, was recently employed by the San Angelo, Tex., Business College. She is teaching shorthand.

E. B. Race, of Raceville, N. Y., has the commercial work in the State Normal of Indiana, Pa.

V. E. Barnes, of the Bowling Green, Ky., Business University, recently took a position in Massey's Business College, Columbus, Ga.

C. M. Wright, of Danville, Ind., has accepted a position with the Red Cloud, Neb., Business College.

E. E. Townsley, formerly with the Cream City Business College, Milwaukee, Wis., is the new teacher of commercial work in the Heald Business College, Fresno, Cal.

A. T. Williams, Bowling Green, Ky., Business University, has accepted a position with the Spencerian Business College, Milwaukee, Wis.

J. E. Gilkey, of the Bowling Green, Ky., Business University, has charge of the commercial department of the Wilkes-Barre, Pa., Business College.

R. G. Laird, well known to commercial teachers and penmen everywhere, a graduate of the School of Commerce of New York University, for some years a teacher in the High School of Commerce, New York, and during the last year or so a practicing accountant, has been made head of the

department of Business Technique of the School of Commerce, Boston. In his particular work Mr. Laird has as assistants R. H. Fisher, for two or three years at the head of the commercial department of the Newburyport, Mass., High School, and F. E. Walter, who for some years had similar work in the East Providence, R. I., High School. The Boston High School of Commerce has just moved into handsome new quarters and it has a great opportunity before it.

THE GREGG PUBLISHING COMPANY OPENS A BRANCH OFFICE

Owing to the rapid development of its Eastern territory the Gregg Publishing Company has established an Eastern office at 1123 Broadway, New York City. The office, we understand, will for the present by under the personal charge of the president, John R. Gregg. Mr. Gregg reports business as booming. Hundreds of new adoptions are being made of their books. We hereby extend the hand of greeting to our fellow publishers and to bespeak for them their share of the business in the Eastern educational field.

A MERITED PROMOTION

The Board of Directors of the Remington Typewriter Company held a special meeting on Friday, September 27, at which action was taken which has a special interest to all members of the stenographic profession. The constitution of the company was amended by t.ie increase of the Board of Directors from nine to eleven. The two new directors of the company elected at the meeting were F. E. Van Buskirk, the present secretary of the company, and Miss Mary E. Orr.

A unique interest attaches to the election of Miss Orr, as she is probably the first woman who has been elected to the directorate of a great corporation. She entered the employ of the company nineteen years ago as stenographer, and since then has served as the confidential secretary to the executive officer of the company under three successive administrations.

Her election to the Remington directorate is in the first place a recognition of loyal and splendid service. In addition to this it is also a recognition of the immense part played by women in the development of the typewriter industry. It will be recognized by every one as fitting and appropriate that the corporation which thus sets the example of honoring a woman with one of the highest positions of trust within its gift should be the same corporation which has done more to open new business opportunities for women than any other factor or institution of modern times.

Edward Toby, proprietor of Toby's Business College, Waco, Texas, and publisher of Janes' Shorthand, writes as follows: "I am meeting with great success with Janes' Shorthand. The Harmsworth Encyclopedia, which was compiled by the greatest experts in their various lines on the various subjects, in the section devoted to shorthand, while speaking very complimentary of phonography, yet gives Janes' Shadeless Shorthand of Aristoes (the best) the preference, which everyone knows virtually gives it the first place in the world." We are certainly very glad to note this encouraging report. Mr. Toby is an enthusiastic business school man. He has a branch school at 156 Fifth avenue, New York City, and is a frequent, welcome caller at our office.

C. D. Phelps, formerly of Canton, Texas, is now engaged with the Ransomerian School of Penmanship, Kansas City, Mo., preparatory to accepting a good position with some first-class business institution.

NEWS OF THE PROFESSION



W. MARTIN is now secretary of the Commonwealth School, located at 100 Boylston street, Boston, Mass. The school issues a very nicely printed prospectus, and gives courses in all of the business branches, including special train-

ing in Civil Service work.

G. S. Walworth, proprietor of the Walworth Business and Stenographic Institute, 51-55 East One Hundred and Twenty-fifth street, New York City, sent us an account of a little unpleasantness he had with an advertising agent. It seems that the agent approached Mr. Walworth and endeavored to persuade him that up-to-date advertising required special services. The advertising agent from that time on apparently took things in his own hands and demanded a large fee from Mr. Walworth, which, of course, was not paid, because no agreement had been entered into. It is a pretty safe proposition to give some of these oily-tongued chaps a wide berth.

The Rochester, N. Y., Business Institute had a full halfpage advertisement in the Post-Express of that city on Saturday, October 5, announcing "special courses of study for teachers, advertisers, salesmen, reporters, printers, proofreaders, correspondents, bank clerks, stenographers, bookkeepers, office assistants, and all others who may be interested." These courses, we infer, are to be given in connection with their evening school. Have not the private business schools neglected a most profitable and important field by failing to give such courses as these? It has been left to the educational committees of the Y. M. C. A. to provide many useful vocational courses. In the West Side branch of the Y. M. C. A. in New York City fifty different courses are given. These include nearly every calling in which men are engaged. Bookkeeping and shorthand have been, and are, in such strong demand that school proprietors are very liable to overlook other courses, the demand for which has arisen during the past few years.

The old reliable Spencerian Business College, Milwaukee, Wis., is enjoying a season of unprecedented prosperity. Uncle Robert C. Spencer, the president, is still as vigorous and alert as ever. He has surrounded himself with an energetic corps of helpers who all have the interests of the school at heart.

O. J. Penrose, of the Elgin. Ill., Academy, informs us that within six days after their last graduation exercises 82 per cent. of their graduates had already secured positions. Mr. Penrose is director of the business department, and is one of our best known penmen and teachers.

Claude L. Eyster, of the Yeatman High School, St. Louis, Mo., writes that their school is larger than ever this year. Mr. Eyster has charge of the work in penmanship and arithmetic, and is securing splendid results. The work done in the business branches in the Yeatman High School compares most favorably with that done in any public school in the country. This is easily accounted for when one remembers the personnel of the staff of the commercial department. By the way, Mr. Eyster encloses with his letter a nice little club of subscriptions.

By the Milwaukee Sentinel, Saturday, October 19, we see that Uncle Robert C. Spencer is as public spirited as ever. He is now after the Voters' League of that city, claiming that it is dominated by a coterie of politicians, and suggested that a strong civic organization be formed to look after the welfare

of the city. Mr. Spencer's suggestion has been taken up by the president and secretary of the Westminster League, and several of the leading men strongly commended Mr. Spencer's plan.

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The Northwestern Business College, Spokane, Wash., of which M. M. Higley is president and M. F. Higley secretary, is now pleasantly located in the New Northwestern College block, with headquarters and equipment that can hardly be equalled in the West. This school opened with the largest enrollment thus far, and with a prosperous season throughout the entire Northwest, the management of this school feel that this year will be a record breaker. H. N. Stronach has charge of the penmanship and commercial work.

The New England Association of Penmanship Supervisors will hold its annual meeting in Boston, Saturday, January 11, 1908. A very good program is being planned. The same will be published in full in our January number. This is a young and promising association. Harry Houston, supervisor of penmanship in the public schools of New Haven, Conn., is the president.

A Pure Food Show was held at the Armory, Spokane, Wash, from November 4-16. The Blair Business College of that city engaged a booth and exhibited considerable students' work in bookkeeping, pennanship, shorthand and type-writing.

The Kinston, N. C., School of Stenography and Typewriting is doing some very practical advertising in the local papers there. This school is under the management of Mrs. W. A. Bobbitt, who originally established the school.

C. M. Simcoke, of the McKinley High School, St. Louis, Mo., writes us that the work in the commercial department is progressing very nicely with two new teachers, G. A. Lauterbach, of Mt. Morris, Ill., and T. J. Hill, of the Southwestern Business College, St. Louis, assisting. This department has the largest attendance in the city.

H. B. Cole, of Quincy, Mass., who is engaged in high school work, writes us as follows: "I find nyself in very pleasant surroundings with the most interesting school work I have yet faced. About four hundred on commercial work."

By a recent letter from E. C. Davis, of the Utah Business College, Salt Lake City, Utah, we learn that since he began his work in that city his school has grown wonderfully and new students are entering daily. The outlook is very bright, and we predict for him a most successful year.

J. M. Lantz, of the Waynesboro, Pa., Business College, is now owner of this school and reports a very promising outlook for the coming year. Since he assumed management of the Waynesboro Business College in 1904 the school has steadily increased in numbers. Miss Margaret Demaree is still in charge of the shorthand department and is doing good work.

The new Bliss-Alger Business College, of Saginaw, Mich., is meeting with great success. This school has been organized especially for the training of teachers for the Bliss System of Bookkeeping. When introducing this system into new schools, Mr. Bliss found so great a demand for teachers who thoroughly understood the system that he decided to open a school in his home town in order that he might train them under his personal supervision. Special attention is also given to the preparation of shorthand teachers. F. R. Alger is associated with Mr. Bliss in the college.

THE SCHOOL MANAGER'S DEPARTMENT

CHAMPIONING THE "GET-TOGETHER" POLICY

This department stands for the safe and sane management and control of the private hasiness school interests of America. Here every school owner may express his views to the fullest extent.

THE PRIVATE SCHOOL SITUATION IN THE WORLD'S WORKSHOP



REATER PITTSBURG has sixteen private commercial schools, one technical school and three collegiate institutions that offer the commercial branches, commercial departments in all the high schools, and private commercial schools in

the larger suburbs, so it is seen that the means of securing commercial training in this industrial centre are not in any degree lacking. Here are represented the good, the bad, and the indifferent in about the same proportions to be found in all professional lines.

In Pittsburg was first sown the seed of the Commercial School, and by painstaking husbandry has developed to a proficiency worthy of emulation. This city has several high grade private commercial schools, with adequate resources and complete equipment, whose reputation for integrity is unquestionable. I doubt if there is a high school in the country that has so complete and practical a business course as the Pittsburg High School. Prof. Everhart is a most efficient commercial school man and has about him a capable and manly corps of assistants.

Through the fact that commercial branches have received greater recognition at the hands of those entrusted with the educational affairs of every community, and that departments have been established in the high schools by those in authority, the importance of our line of training has thereby been the more prominently brought to the notice of a much larger number of persons. The thought thus directed in this channel, being the equivalent of judicious advertising, has resulted in an increased, rather than a diminished, attendance at the private schools. Anything that truly emphasizes the need of a commercial education to meet the demands of business, awakens interest, creates desire, and inspires confidence, which cannot but be to the advantage of the alert private school.

The introduction this Fall of night sessions in the commercial departments of the Pittsburg high schools by the Central Board of Education has given an impetus to night school work throughout the community. This opening of the public night school was exceptionally gratifying in the way of numbers, with an enrollment of over 600 pupils. Our institution, on the same evening of the High School's initial sessions, had its largest enrollment of any one single evening since our opening night, a few weeks previous. This, we think, can safely be taken as a criterion of the general effect of the public school's influence upon commercial education.

The worthy private schools report a prosperous season, and as these institutions stand aloof from the empiric, their success can only be assumed to be in keeping with the questionable methods they employ. There has been a more inquiring class of prospects this season than has been experienced heretofore. That these had to be convinced of superior merit has largely increased the enrollment with the reliable schools and must have materially lessened that of the irresponsible ones.

The get-together plan sounds good theoretically, but I am

not so sure about its practicality on a broad scale. It is too much like a noble hearted woman marrying a good-for-nothing man in order to reform him. The result is common knowledge in every community.

The quality of the school resolves itself into the integrity of men. A school is no better nor stronger than the character of the men who manage it, the man that lacks honesty and integrity of character in a work so elevating as education, little hope for his betterment could be expected by placing him on a level with the truly honorable and respectable. It would be only giving standing to the undeserving and he would not hesitate to use it as a means to selfish ends. The man that cannot be honorable by himself cannot be so when allied with others. "There is honor among thieves." Yes, among themselves; but how much do they show of this estimable quality for the class that honestly strives to be good citizens and for the maintenance of their homes?

Only too willing would this institution be to get together for the purpose of bettering commercial education with some of our brother schools who are high-minded enough not to malign worthy competitors. Pittsburg's good schools pursue the method of getting business truthfully and honorably, without resorting to the reprehensible practice of price-cutting.

Yes, let us get together; but let the good get togeher in the sunlight, that the disreputable may be crowded farther into the shadow. Let there be an established standard for the "get togetherists," and let that standard be first, last, and all the time, integrity. The good schools should not lend respectability to disrespectability, or surely they will besmirch respectability with that ugly prefix. The worthy schools should take high ground and give the law of survivorship full sway.

It must be admitted that the good schools are yet too far apart, and I hope that the time is not far distant when a closer relationship shall be established, although locally the best of feeling prevails among institutions of this character. It is not an unusual thing to exchange courtesies over the telephone and to pay friendly visits. This is true not only of the high-class private schools, but also of the high schools. Frequently, we say: "Yes, so and so has a good school," or "this is a first-class institution," to prospects, "and you will make no mistake in attending their school, if you cannot come to us." We do not wish to throw out the inference that we are particularly magnanimous; but we do believe that we owe it to our own integrity to justify the just, and we also believe that we owe it as a solemn duty to condemn the unjust.

The spirit of fraternalism could be fostered and much practical help gathered from the federation meetings, aside from the discussions of the convention hall, from personal visits to the private schools of any city in which the convention is held. Meet the school people in their own environment, discuss matters of interest in the school atmosphere, and no doubt much good would result. We are willing to keep "open house" that week for federation members, and feel that other Pittsburg schools will accord a similar welcome.

P. S. Spangler, Principal, Duff's College.

Pittsburg, Pa., Nov. 9, 1907.

The Journal party will leave New York, Thursday, December 26th, on Train No. 19, Pennsylvania Railroad, at 8.30 P. M., and arrive in Pittsburg at 8.00 A. M., Friday.

SOME POINTS IN CONDUCTING A BUSINESS SCHOOL IN A TOWN OF TWENTY THOUSAND INHABITANTS

By A. F. HARVEY, Waterloo, Ia.

Advertising-No. 2



HE third class, or "good" advertising, is what every school proprietor wants to use and what he believes he is using. It consists in well written matter placed so as to reach the people that you may reasonably expect to patronize you. It

is not profitable to pay for space in papers and magazines that have a wide circulation in territory that you cannot expect to furnish you patrons. While you may occasionally secure a student from such territory, there is much more fertile fields nearer home.

The school proprietor must remember that his business is far different from that of the merchant who sells and ships goods to his customers. In the one case the customer stays at home and the goods come to him. In the other the customer must do the traveling. If he can do as well, or nearly so, nearer home he is quite likely to stop there.

Advertising should be placed where the largest possible proportion of readers may become patrons. For this reason school proprietors in small towns will find country newspapers a good medium. Well written, neatly printed circulars, possessing the dignity and bearing that any circular emanating from an educational institution should possess, mailed to a carefully selected list, although expensive, is one of the most productive means of advertising.

High school graduates and country teachers furnish good mailing lists for this class of advertising. Names received from present and former students should be carefully circularized and judiciously followed up. These names should be carefully filed, so that they are easy of access, and notation made showing what has been sent to each one and what, if any, inquiries have come from them. Much care should be used in keeping this list so as to avoid duplication. Other. names may be secured in various ways. I frequently send stamped cards to school teachers asking for lists of names and also to any interested inquirers. A very effective circular is a card containing the record of a recent graduate. One who has made an exceptionally good record is selected for this purpose. (See illustration.) This shows what we have done for others, and the natural conclusion of the reader is that we will do as well for him. At least he would like to try it.

I select the record of a high school graduate to send to my list of such graduates, the record of a rural teacher to send to prospectives from that list. The record of a country boy or girl is an inspiration to those of this class. One can readily see the folly of sending the record of a high school graduate to the boy or girl who has never seen the inside of a high school room. A good catalogue or prospectus is indispensable. This should be well written and well printed. It should compare favorably with like booklets sent out by your competitors. Information contained in it should be reliable and it should contain many illustrations showing your equipment and rooms. It should also present something of what you are doing for your graduates. It would better fall short of illustrating the facilities offered than to be overdrawn.

The visitor who has seen your catalogue and finds that you are offering better facilities than you have advertised is at once your friend and faithful ally, whether he ever becomes your patron or not; while, on the other hand, the one who calls to look over your rooms and equipments and finds that you are not meeting your advertised claims is at once dissatisfied and puts you down as a faker and grafter.

Thus far I have spoken only of direct advertising, or that

which is done solely for advertising purposes. Among the most valuable advertising is what may be called indirect advertising, or that which is done for other purposes and indirectly has an advertising value. The best advertising is that which does not appear to the public as advertising. In this class might be mentioned good equipment, thorough courses of study, live, practical teachers, pleasant, well-kept rooms, all of which combine to make a satisfied student body, which is one of the best ads, a business school sends out.. Another strong medium is a satisfied employer, who may always be secured if the right kind of work is done in the schoolroom and care is exercised in recommending students to business men. The qualifications of a student should never be over-estimated to a prospective employer. It is far better for both the student and the school if the employer finds that the student can do better work than he had expected from the recommendation

The relation of the manager to the student and to the general public in all business transactions is another thing that

HOMER J. COUNCILOR Muskogee, Indian Territory



JUNE 2, 1905 Graduated from High School

JUNE 19, 1905 Enrolled in the Waterloo Business College March 6, 1906 Finished our Complete

Course
March 6, 1906
Placed in a position paying \$40 per month

APRIL 19, 1906
Called to a better position
paying \$45 per month.

JUNE 6, 1906,
Appointed to a position in

the Indian Commission Salary, \$900 October I, 1906 Salary raised to \$1200

JUNE 20, 1907 Salary raised to \$1320 Eight months' schooling and fifteen months' experience changed his earning capacity

\$150 to \$1320 It Pays to Take a Business Course

KATHERINE THURSTON Bartlesville, Oklahoma



March 19, 1906 Enrolled in the Waterloo Business College

DECEMBER 21, 1906 Completed our course in Shorthand and Typewriting

APRIL 9, 1907
Wrote the following letter: "Before taking my course with you, I could earn only \$310 as a country school teacher. Now I can earn more done that I could earn prior to entering your school. It pays to ake a business

May 10, 1907.
Wrote that she made \$80 the preceding month, and that she expected to receive more than \$100 a month thereafter.

Eight months' schooling and five months' experience multiplied her salary hy four

A Business Course Brings Immediate Returns

SPECIMENS OF GENUINE ADVERTISEMENTS USED BY MR. HARVEY.

will have its good or bad effect on the standing of the school. The bearing of the manager, teachers and all employes in their social and business life should not be overlooked. There are many things which tell for good or ill, to which the wise manager will carefully attend. The one who conducts his school in such a way as to merit success will probably have it, and, if not, he will have the satisfaction which comes from duty well done.

"'Tis not in mortals to command success, But we'll do more, Sempronius, we'll deserve it."

hologisty who's who in penmanship distributed to be a state of the sta

H. N. STRONACH.

H. N. Stronach has had a most successful career as a student and teacher. He was born in Halifax, N. S., December 29, 1879, and graduated with honors from the High School at the age of seventeen. At the age of twenty-one, he was

clected to a High School principalship. In 1902, he gave up his work and went to Winnipeg, Manitoba, where he spent two years in the National Business College of that city. It was while here that he became interested in penmanship, and has spent considerable time in practicing and teaching, until now he is recognized as a master of the beautiful art. In April, 1905, he joined

the teaching forces of the Northwestern Business College, at Spokane, Wash, as principal of the actual business department and teacher of commercial branches. In September, 1906, was placed at the head of the commercial and penmanship departments. Mr. Stronach states that his success as a penman is due in a large degree to the inspiration derived from the Penman's Art Journal. He is not only a subscriber for it himself, but insists that each one of his pupils have the benefit of it.

ALEXANDER FALL.

Alexander Fall is a veteran in the ranks. He is president of Fall's Business College, Nashville, Tenn., and was born in 1848 in the city of Nashville. His early life was spent in his father's printing office, until the breaking out of the Civil War,



when he served as a messenger for the officials of the army who were located in Nashville. In 1863, he began the study of Benn Pitman shorthand and succeeded in becoming expert in it. For the next twenty-five years he was employed in the courts and by railroads and other large corporations in the practice of his art, but in 1887, he established a school of shorthand, which finally came to

be known as "Fall's Business College and Telegraph Institute." His school has been a success from the start and enjoys a large annual enrollment. Mr. Fall is superintendent of the Watkins Institute night school, which has a registration of more than 500 pupils.

NORMAN H. WRIGHT.

Norman H. Wright, son of E. J. Wright, former president of the Bryant & Stratton Business College, Louisville, Ky., was born in Evansville, Ind., in 1881. He is now vice-president of the above-named school. He received his early educa-



tion in the public schools of Louisville. Mr. Wright makes a specialty of teaching permanship, and is known as one of the most successful engaged in that line. He writes a model business hand. He is a frequent attendant at the meetings of the National Association, and is held in very high esteem by all the members of that body. He supplemented his public school work by a course

in the business school with which he is now connected.

J. J. BAILEY.

J. J. Bailey, formerly of London, Ontario, is a new and important acquisition to the penmanship fraternity of Toronto, Canada. He was born in 1879 in Grey County, in the Province of Ontario. He was educated in the public schools of his native town and graduated in 1808. Af-

in sharve town and graduated in 1898. Atter spending two years as an instructor in the district schools near his home, he attended the Ontario Commercial College in Hamilton, and obtained a professional school certificate. We next find him in the Central Business College of Toronto, where he pursued courses in shorthand, bookkeeping and penmanship. Here he came under the helpful instruction



of that famous pennan, A. F. Sprott. Feeling the need of more and greater proficiency in commercial work, he next devoted considerable time to public accounting, and also pursued a course in the higher branches of bookkeeping. There are few members of the profession who can write as graceful a business hand as can our friend Bailey, and his future is full of promise.

J. T. STOCKTON.

J. T. Stockton, secretary of the Illinois Business College, located at Springfield, was born in Unionville, October 15, 1868. He spent all his life in the schoolroom, either as teacher or pupil. He is a graduate of the Green City, Mo.,

College, completing a Literary Course. In 1889 he entered the Gem City Business College at Quincy, Ill., taking the Business and Penmanship courses. After completing his work here he taught for two years in the Little Rock, Ark., Commercial College. From there he went to St. Louis to teach for Dr. Carpenter in the Bryant & Stratton School of that city. Here he was located for seven



years, resigning to join his brother in the organization of the Illinois Business College and Telegraph School. Mr. Stockton's name has been on the subscription list of The JOURNAL for nearly nineteen years. He is a very successful teacher of the business branches.

Ellis S. Cook.

Ellis S. Cook, president of the Maryville, Mo., Business College, was born in Missouri in 1883. His education was secured in the Normal schools of Stanberry and Chillicothe. He also attended Sadler's Bryant & Stratton School at Balti-

more and the Eastman Business College at Poughkeepsie, N. Y. After finishing his course in the latter school he was employed for a time with the Brown's Business College Company, and later joined the teaching forces of the Metropolitan Business College, Chicago. He resigned his position in this school on account of his father's death, and returned to his native State. Mr. Cook is a master of



a beautiful business hand and enjoys the reputation of being a most successful teacher.

WALLACE BURGESS.

Wallace Burgess is a native of Wayne County, Pa. He was born October 2, 1881. His early years were spent with his father—a lumber contractor—in the forests of the Keystone State. Despite the discouraging environment he suc-



ceeded in securing a High School education and engaged in teaching. After three years of the life of a pedagogue, he was attracted to commercial work and took a course in the Commercial College of Williamsport, Pa. While here he became interested in the PENMAN'S ART JOURNAL and gives it credit for much of his later success as a penman. After finishing his course in Williamsport he se-

cured a position as teacher in Spencer's Business College, Jersey City, N. J. An exceptional opportunity presented itself whereby he became connected with the accounting department of a large corporation and he is now engaged in practicing the principles he was wont for so long a time to explain to his pupils.

A. T. Scovill.

A. T. Scovill, at present principal of the Sterling, Ill, Business College, was born in Cleveland, Ohio, March 7, 1875. His early years were spent in the western part of Pennsylvania and in Colorado. Here in the city of Denver, at nine



years of age, he began his life work as a newsboy. Subsequently, he secured work as crrand boy in a grocery store and later on in a printing shop. At thirteen years of age he went to Illinois and lived for a time with his uncle at Dixon. At seventeen he entered the Dixon Business University, and later on was engaged as teacher in the Northern Illinois College at Fulton. While here he

completed the scientific course. The Summer of 1898 he spent in doing post-graduate work in the Cedar Rapids, Iowa, Business College. He was then employed by the Brown Business College Company at Galesburg. Afterward he secured a position with the Wade Business College at Lancaster, Pa. He has been at the head of the Sterling School for a year and is making an unqualified success of his work.

M. B. McDowell.

M. B. McDowell, principal of the commercial department of the Bradford, Pa., High School, was born in Clarion County, Pa., September 8, 1881. At the early age of fifteen he had completed his education in the public schools and entered the



State Normal School, located in his native city. After graduating from this institution, he spent a little time in teaching. At the age of twenty-one, he entered Mt. Union College, Alliance, Ohio. Here, under the instruction of L. L. Tucker, well known for a quarter of a century as a very successful branches, Mr. McDowell did very satisfactory

work, and, after graduating, started out to get some office experience in order to better fit himself for the duties of instructor. Three years ago he was called to the work in Bradford, and is making splendid success with the more than 100 pupils in his department. He writes a beautiful professional hand.

A. L. PEER.

A. L. Peer was born in the village of Lithopolis, Ohio, May 15, 1877. When he was nine years of age his parents removed to Kansas, where he received his early education. In 1897, after finishing his course in the High School, he began

teaching and continued in this work for two years. In 1890 he entered the Kansas Wesleyan Business College at Salina. Here ne came under the instruction of L. H. Hausam, who succeeded in inspiring him in the penmanship line. In 1902 he accepted a position with Massey's Business College at Houston, Texas, devoting his time to teaching the commercial branches. In 1905 he came North



to take charge of the commercial department in the Elliott School, Wheeling, W. Va. Mr. Peer is making a marked success of his work in this institution.

T. M. FRENCH.

T. M. French, principal of the commercial department of Union College, College View, Neb., hails from the Lone Star State. He was born in 1883, and received his early education at the Keene Academy, Texas. He completed a commercial

course at Battle Creek, Mich., and finally became associated with the Graham School of Shorthand, located in that city. This was during 1903-4. The following year he returned to his old home school to take charge of the commercial department, and after remaining two years, he once more made a change to his present location, where he is dispensing knowledge to the youth of Nebraska in a satisfactory manner.



EARL KELTY.

Earl Kelty was born in Vinton, Iowa, July 21, 1883. He attended the public schools of that city and later went to Tilford Collegiate Academy, from which he graduated in 1904. By this time he manifested considerable ability along the line

of penmanship and drawing and immediately after graduation went to the Cedar Rapids Business College, where he took a special course under W. C. Henning. Returning to Vinton, he was employed as assistant principal and instructor in penmanship in the Academy. After teaching in this position a year he enrolled in the State University of Iowa. Aside from his regular work in the



University he teaches penmanship in the Iowa City Academy. At a recent election he was chosen editor of the Junior Annual, a publication of the S. U. I. He is a strong advocate of The Penman's Art Journal, for from it he has derived much of his success and enthusiasm as a teacher and penman.

The Making of a Teacher. A Contribution to Some Phases of Religious Education. By Martin Brumbaugh, Ph. D., LL. D., professor of pedagogy in the University of Pennsylvania, The Sunday School Times Company, publishers. Philadelphia. 350 pages, bound in green cloth, 12mo.

An exceedingly interesting book, written primarily for the religious teacher, but the subject is made so plain, shorn of all technicalities, that every page is laden with ideas for the teacher of any subject. Those who have difficulty in comprehending the more advanced works on the subject of psychology should procure this volume, written by one of America's foremost authorities. It should be in every teacher's library.

THE JOURNAL'S GALAXY OF PENMEN AND BUSINESS EDUCATORS



E. S. Colton, Lowell, Mass.



J. F. Flower, New York City,



Geo. A. Belschner, Hawkeye, 1a.



W. D. McDaniels, Oshkosh, Wis.



W. O. Davis, Erie, Pa.



D. C. Hyder, Commerce, Tex.



F. O. Pinks, Scrauton, Pa.



W. C. Stephens, st. Panl, Minn.



J. D. Randolph, Chicago, Ill.



G. F. Thacker, Grand Forks, N. D.



Enos Spencer, Louisville, Ky.



W. Rasmussen, St. Paul, Minu.



T. W. Bookmyer, Cincinnati, Ohio.



F. B. Virden, Chicago, Ill.



R. L. Dickensheets, Boulder, Colo.



A. F. Foote, Holyoke, Mass,



C. E. Brumaghim. Gloversville, N. Y.



W. I. Tinus, Chicago, Ill.



H. F. Raber, Lebanou, 1nd.



W. Buchanan, Cleveland, Ohio,



G. A. McClatchie, Belleville, Out.



J. A. Buell, Red Wing, Minn.



Fred Bushey, Appleton, Wis.



J. A. Holt, Oakridge, N. C.



J. M. Hill, Waco, Texas,



J. W. Donnell, Pennington, N. J.



B. O. McAdams, Tarkio, Mo.



L. A. Arnold, Denver, Colo.



M. M. Van Ness, Newark, N. J.



H. W. Brown, New Hampton, N. H.



T. S. Correll, Hadson Heights, N. J.



 A. Moran, Ann Arbor, Mich.



I. E. Dyer, Bakersfield, Cal.



J. B. Howard Cincinnati, Oh



Jay Morrison, Rockford, Ill,



P. H. Landers, Worcester, Mass.



F E. Chaffee, Wasco, Ill.



H. G. Ball, Los Angeles, Cal.



W. H. Davidson, Parisboro, N. S.



A. J. Bates, Denison, Tex.



H. L. Gray, Spokane, Wash.



D. L. Musselman. Quincy, Ill.



AN EDUCATIONAL INVESTMENT FOR YOUNG TEACHERS ESPECIALLY, AND OLD TEACHERS IN PARTICULAR, ANENT PITTSBURG MEETING



S great as may be a teacher's wish to succeed, one of the strongest manifestations of such ambition is presence at the annual meetings of commercial teachers. It is here that new ideas are conceived for self-improvement, where in-

spiration is gathered for a more determined effort, and where personal contact, one with another, draws from each the best there is in him in thought. These great conventions help to meet the demand for more capable service from teachers, because they awaken them to the needs of the hour and set them to deeper study and greater effort. There is undoubtedly much truth in the assertion that commercial teachers as a class are not qualified in education and training to fill their positions in a manner that reflects the highest credit upon the cause of commercial education. Possibly only school managers can realize how difficult it is to secure capable teachers, and it may be true also that few teachers realize that they are not measuring up to the opportunities before them. Attendance at a single convention has often been the making of a teacher-sometimes through reform, sometimes by showing the possibilities of development along certain lines, sometimes by being thrown from a much coveted "hobby horse," and at other times by starting a fraternal spirit that has ripened into a pride and love for the work that sets a new standard. There are a hundred or more ways in which the benefits multiply and the efficiency of teachers improve.

There are in our profession some "dyed-in-the-wool" teachers and proprietors who have never attended a single convention in the past fifteen years. They have never reaped any of the benefits to be derived; they have seldom contributed anything to the cause of commercial education; they continue to do things in the same old way. We hear them remark that the conventions are run by and for a few. Such is not the case, and the coming meeting will be one more refutation of such statements.

The Pittsburg meeting will gather together a larger number of the younger teachers than has heretofore graced and honored our meetings by their presence. The older members will be there in their usual number, but conditions are changing somewhat, and we now find more young men and women engaged in commercial teaching. To predict that the meeting will be larger than usual, abounding in enthusiasm, resplendent with wit and humor, and moderate in all deliberations is writing the reports in advance.

I'll meet you there because we—you and I—cannot afford to be absent. L. A. Arnold, President.

A SUMMER CONVENTION

The most important question to be decided at the Pittsburg meeting is whether the convention shall be held during the December holidays, as heretofore, or at some convenient time in the summer. All members will be asked to vote for or against this proposed change, and the matter is one of so great importance that it should receive careful thought from every teacher and proprietor before he goes to Pittsburg. Think about it, teachers, and vote your convictions.

SCHOOL MANAGERS

Take with you to the convention five copies of your latest catalogue and other advertising booklets. Put them in the school managers' exhibit room, where they will be examined by other school men and where you can examine theirs. At Cleveland last year the exhibit room for Shorthand, Typewriting and Penmanship work was filled with visitors almost constantly. Why? Everybody likes to be shown the real article, and there it was exhibited. Watch that exhibit room again this year. May its collection of students' and teachers' class work grow annually. Add your catalogue to this year's exhibit.

TO FEDERATION MEMBERS FROM THE GENERAL SECRETARY

Federation Members:

By the time this communication reaches you the Pittsburg convention will be near at hand. This is to be the greatest convention in the history of the Federation and every member should arrange to be present. Commercial teachers cannot afford to miss this, the only national convention of commercial teachers in the United States. The expense will not be great and will return to you in increased efficiency and enthusiasm.

Owing to the regular rate of fare being reduced in a large number of the states, we can secure no reduction for the convention this year. The round trip rate, however, will be about the same as in previous years and we will not be bothered with certificates.

Any one finding it impossible to be present should send his dues at once to J. C. Walker, the General Secretary, 46 Grand River avenue, Detroit, Mich. Members allowing their membership to lapse will be compelled to pay \$3.00 to secure membership again, while dues for old members after this year will be \$1.50. This year the fee for all is \$2.00. If you have never been a member now is the best time to become one. If you are now a member do not allow your membership to lapse, if you cannot attend the convention this year, as you will get a full report of the proceedings in book form that will be worth many times the two dollar fee.

Very truly.

J. C. Walker, Gen. Sec.

PENMANSHIP TEACHERS AND PENMEN

It will not be very long before we will assemble for our next meeting at Pittsburg. We hope to make this meeting of the Penmanship Section the best that has ever been held, and we want all of you to lend your support. A national organization of this kind should be supported by all who are interested in the subject of penmanship, as the enrollment fee, \$2.00, is small compared with the advantages to be derived. You may not be able to attend the meeting, but you are able to become a member of the section. We want the support of the ones who stay at home as well as the support of the ones who attend the meeting. Will you help us by sending in your enrollment fee of \$2.00?

PRIVATE COMMERCIAL SCHOOL BUSINESS MANAGERS' ASSOCIATION MEETING AT PITTSBURG HOLIDAY WEEK



VERYTHING seems to indicate that the Pittsburg meeting of the Business Managers' section of the Federation will be the best attended and most useful that has yet been held. We now have by far the largest paid-up member-

ship that we have ever had at this season of the year, thus showing unusual interest in the work of the Association.

We will go to Pittsburg with a good full treasury, having on hand almost twice as much money as ever before.

The Association is in good shape to do some effective work for the cause.

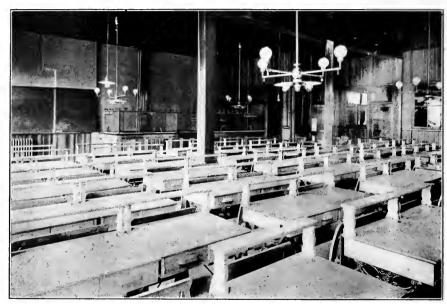
The Executive Committee is preparing a full programme and members can rest assured that there will be plenty doing in this section at every session.

Every private commercial school or business college in

partial view of the good things which are in store for those of the craft who will journey to Pittsburg next Christmas week to attend the 1007 meeting.

Although the committee is not able to give the programme in a complete form at the present time, it is willing to give a general idea of what it will be like. We received a great many letters from interested persons with whom we corresponded, and these letters were full of good suggestions, and we are truly thankful for them, as this matter of getting up programmes is no easy matter and all help is gladly received. We wish to take this opportunity to thank those who responded to our communication, and those who did not answer, we presume, were too busy or had moved away from the address to which the communications were sent, or for some other reason they were not interested, and did not heed the call to "come over and help us."

We have tried to work out a programme in which the principal phases of a shorthand training appear as the topics



CONVENTION ROOM OF THE NATIONAL PENMANSHIP TEACHERS' ASSOCIATION, MARTIN SCHOOL, PITTSBURG, PA.

the country should be represented at this meeting.

Mr. Andrews and his committee have provided us the very best accommodations for our meetings, which are to be held in a specially fine parlor in the hotel.

The "get together" proposition will have a prominent place on the programme.

I should like to hear from every member as to whether or not he will be at the meeting; also suggestions of topics for general discussion. Respectfully and fraternally,

ENOS SPENCER, President.

Louisville, Ky., November 2, 1907.

PROGRAM OF THE NATIONAL SHORTHAND TEACHERS' ASSOCIATION

During the past few months the efforts of the Executive Committee have not been published. The committee has, nevertheless, been very busy, and after an extensive campaign in the interests of the Association is able to give a

for discussion, and have endeavored to arrange the topics so that something definite will be accomplished in the discussions. With this end in view, we have arranged for the following topics:

"What the Catalogue Should Say About the Shorthand Course."

"What Should Be Accomplished During the Theoretical and the Dictation Periods of the Shorthand Course."

"The Correlation of the Shorthand and Typewriting Departments."

"The Relative Merits of Touch and Sight Typewriting."

"English in the Commercial School."

"Hobbies and Fads in Teaching Shorthand."

"The Cultural Value of Shorthand."

"A System of Training Pupils for Expert Typewriter Operators."

"The Shorthand Teachers' Library."

The committee does not know at the present time whether to prepare the programme for three or four ses-

sions, and is therefore holding in abeyance a couple of numbers, but it is quite probable that the completed programme will contain a paper by a prominent reporter and a talk on the requisite training of a stenographer by a prominent Pittsburg business man.

The following persons have signified their intention of attending the meeting and their willingness to appear on the

programme:

Thomas P. Scully, School of Commerce, Cincinnati, Ohio; Archibald Cobb, New York, N. Y.; W. P. Potter, Sparta High School, Sparta, Ill.; W. D. M. Simmons, Draughon's Business Colleges, Nashville, Tenn.; Walter E. Dengler, Philadelphia Business College, Philadelphia, Pa.; J. W. Beers, Pittsburg, Pa.; James H. Kimball, New York, N. Y.; Edward Rynearson, director of Pittsburg High Schools, Pittsburg, Pa.; R. E. Tulloss, Tulloss School of Touch Typewriting, Springfield, Ohio.

FORD O. HARRISON, Chairman Executive Committee.

PROGRAM OF THE PENMANSHIP TEACHERS' ASSOCIATION

SATURDAY, DECEMBER 28.

Secretary's Report, L. E. Stacy, Meadville, Pa. President's Address, C. S. Chambers, Covington, Ky. The Value of Extremes in Business Writing, J. E. Plummer, Baltimore, Md.

The Teacher and His Subject, Horace G. Healey, New York City.

What a Supervisor Finds in the Way of Good Writing, R. C. Cottrell, Elwood, Ind.

Discussions.

Subject not yet given, E. W. Stein, Pittsburg, Pa. Subject not yet given, G. B. Jones, Norwood, Ohio. Discussions.

MONDAY, DECEMBER 30.

The Need of Form as Well as of Movement in Teaching

Writing, D. L. M. Raker, Harrisburg, Pa. Teaching Penmanship, A. N. Palmer, Cedar Rapids, Iowa.

Discussions. Writing from the Employer's Standpoint, James I. Buchan-

an, President Pittsburg Trust Co. Arm Movement in the Primary Grades, C. E. Doner,

Beverly, Mass. Correlation of Penmanship and Other Branches, K. C. At-

ticks, Baltimore, Md. Discussions.

Election of Officers.

TUESDAY, DECEMBER 31.

Engrossing as a Business, F. W. Martin, Boston, Mass. The Penmanship Trinity, C. P. Zaner, Columbus, Ohio. Discussions.

The Beginning Class in Penmanship, W. C. Henning, Cedar

Rapids, Iowa.

One Way of Doing It; Other Ways May Prove as Good,
D. W. Hoff, Lawrence, Mass.

Discussions and a General Pow-Wow.

PROGRAM OF THE NATIONAL BUSINESS TEACHERS' ASSOCIATION, PITTSBURG, PA., DECEMBER 27-31

FRIDAY AFTERNOON, DECEMBER 27.

President's address.-D. L. Musselman, Jr., Quincy, Ill. "To what extent and in what way should we teach business ethics?"—E. N. Miner, New York City.

"Where shall we put the emphasis in our teaching-on the technicalities of bookkeeping or the broader questions of business management?"—R. M. Browning, Baltimore, Md.

"How can we interest students in higher accounting?"-D. W. Springer, Ann Arbor, Mich.

SATURDAY MORNING, DECEMBER 28.

"To what extent and how should teachers assist in the business getting of the school?"-T. P. Scully, Cincinnati, Ohio.

"What shall we do with the student who comes to us without sufficient previous education?"-F. E. Lakey, Providence, R. I.

"Is the study of advertising a logical part of the business school curriculum?"—H. B. Smellie, Ypsilanti, Mich.

"How good a general schooling should a business teacher have?"-M. H. Lockyear, Evansville, Ind.

MONDAY MORNING, DECEMBER 30.

"To what extent should we teach 'Office Deportment' to students?"—Earl L. Virden, Chicago, Ill.

Rapid Calculation Class, conducted by L. C. Horton, who will call on the bright boys and girls for recitations.

"Is there a place for grammar in the business course?"-Carl C. Marshall, Cedar Rapids, Ia.

"To what extent should we instruct our pupils in the use of such office devices as the multigraph, business phonograph, mimeograph, telephone, switchboard, time register, cash register?" etc.—R. H. Peck, Davenport, Ia.

TUESDAY MORNING, DECEMBER 31.

"Dignity in the schoolroom."-Morton MacCormac, Chicago, Ill.

RULES FOR BUSINESS COLLEGES

That the National Penmanship Exhibit for 1907 may be more educational the following rules have been prepared for public and parochial schools and for business colleges. We only have room to give the rules for the business colleges:

RULE I. Every specimen must show the writer's name, date of class enrollment and the exact time in minutes required to write it.

RULE II. The specimens shall be limited to one hundred to a class and, if possible, to be accompanied with the specimen taken at the time of the writer's enrollment in the class.

Rule III. An awarding committee of three persons shall be chosen by the National Penmanship Executive Committee, and its duty shall be to view and judge all properly made exhibits regarding form, speed and the commercial value of the writing. It shall award honors as follows: First, second, third and as many as six honorable mentions.

RULE IV. All exhibits shall become the property of the National Penmanship Association unless return charges are prepaid.

RULE V. All exhibits must be sent, charges prepaid, to the National Penmanship Exhibit Committee, in care of the N. C. T. Federation, on or before December 20, 1907, at Pittsburg, Pa. Respectfully,

F. F. Musrush, Chairman, Lakewood, O.

S. E. Leslie, Poughkeepsie, N. Y.

C. E. Doner, Beverly, Mass.

C. C. LISTER, New York City.

A. M. Wonnell, Big Rapids, Mich.

F. A. KEEFOVER, Summerfield, Kan.

EASTERN COMMERCIAL TEACHERS' ASSOCIATION

A meeting of the Executive Committee was held in New York, Saturday, October 12, 1907, and the Shorthand and Typewriting Contest Committees were appointed. Charles Currier Beale, Boston, Mass., was named as chairman of the shorthand contest, and J. E. Fuller, Wilmington, Del., as chairman of the typewriting contest. It was decided to ask C. L. Altmaier, of Philadelphia, Pa., and W. H. Vernon, of Brooklyn, N. Y., to act with Mr. Fuller.

Although the programme is not yet in shape to announce, it can be said that among the speakers will be: Charles Emory Smith, Dr. Willson, of the Commercial Museums; Dr. Brumbaugh, Superintendent of Public Education; John Wanamaker, if he is in this country at the time: Russell H. Conwell, and, in all probability, Secretaries Cortelyou and Bonaparte,

PROGRAM NATIONAL COMMERCIAL TEACHERS' FEDERATION

Thursday evening, December 26, 1907; Reception at hotel and registration of members. Friday morning, December 27, 10 A. M.; Invocation, Rt. Rev. Cortlandt Whitehead, Pittsburg, Pa.; Address of Welcome, H. J. Heinz, Pittsburg, Pa.; Response to Address of Welcome, C. P. Zaner, Columbus, O.; President's Address, L. A. Arnold, Denver, Col.; Reports of Committees. Friday afternoon, December 27, 2 P. M.: Meeting of Different Associations. Friday, December 27, 8 P. M.: Open. Saturday, December 28, 9 A. M.: Meeting of the Various Associations. Saturday, December 28, 2 P. M.: "What Makes for Better Teaching," D. W. Hoff, Supervisor of Penmanship, Public Schools, Lawrence, Mass.; "English in the Commercial School," J. N. Trout, Northwestern Business College, Chicago, Ill.; "What Action, if Any, Should the Commercial School Take in the Question of Spelling Reform?" Miss Gertrude O. Hunnicutt, Michigan Business Institute, Lansing, Mich. Saturday, December 28, 8:30 P. M.: Reception by the Ladies, Hotel Annex, Monday, December 30, 9 A. M.: Meeting of the Different Associations. Monday, December 30, 1 P. M.: Address, Arthur A. Hamerschlag, Director Carnegie Technical Schools, Pittsburg, Pa.; Visit to Homestead Mills of the Carnegie Steel Company. Monday, December 30, 9 P. M.: Banquet, Hotel Annex. Tuesday, December 31, 9 A. M.: Meeting of the different Associations. Tuesday, December 31, 1:30 P. M.: "Peace on Earth, Good Will to Men," E. H. Norman, President Baltimore Business College, Baltimore, Md.; "Beyond the Curriculum," P. S. Spangler, President Duff's College, Pittsburg, Pa.; Address W. H. Davis, Postmaster Pittsburg, Pa.; Unfinished Business; General Election; Selection of Place of Next Meeting.

NEW ENGLAND TEACHERS MEET

The fifth annual meeting of the New England High School Commercial Teachers' Association was held at the Technical High School, Springfield, Mass., Saturday, October 26, 1907. The officers were: President, Carlos B. Ellis, Springfield, Mass.; vice-presidents, Miss Elizabeth Hughes, New Haven, Conn., and Miss Adelaide E. Sweetser, Lowell, Mass.; secretary, Herbert E. Congdon, Meriden, Conn.: treasurer, Nathaniel H. Atkins, Cambridge, Mass.

Some of the items on the programme that were carried out were: President's address, Carlos B. Ellis; "What Should an English Course Include?" Miss Elizabeth F. Atwood, Westfield, Mass.; "A Plan for Teaching Arithmetic in the Commercial Course of a High School," Allison R. Dorman; "What Should Be Included in a High School Course in Economics for Those Who Do Not Intend to Go to College?" James W. Crook, Amherst, Mass.; "Commercial Geography: What Shall Be Taught and How Shall It Be Taught?" Lyman R. Allen, North Adams, Mass.; "What Can the Small High School Do in the Way of Business Education?" James W. MacDonald, agent of the State Board of Education. One of the most interesting topics was the address by James W. Crook, of Amherst College.

The next annual meeting will be held in Malden, Mass. The officers for the coming year are: President, E. E. Kent, Springfield, Mass.; first vice-president, Miss Margaret Burnap, Baldwinville, Mass.; second vice-president, Miss Luella Lyon, Auburn, Me.; secretary, Herbert E. Congdon, Meriden, Conn.; treasurer, J. C. Moody, New Britain, Conn.

"I have always made it a rule to buy brains, and I have learned now that the better trained they are, the faster they find reasons for having their salaries raised. The fellow who hasn't had the training may be just as smart, but he is apt to paw the air when he is reaching for ideas!"

THE TYPEWRITING CONTEST FOR THE PHILADELPHIA CONVENTION

As will be noted elsewhere, the officers of the Eastern Commercial Teachers' Association have appointed a committee to have charge of the typewriting contest to be held in Philadelphia next April. The committee will consist of J. E. Fuller, Wilmington, Del., chairman; W. H. Vernon, Brooklyn, N. Y., and C. L. Altmaier, Philadelphia, Pa.

The chairman writes The JOURNAL that he is going to send out a notice to all the schools, calling attention to the contest. It is very desirous that the Students' Contest shall be as successful as possible. All beginning students are eligible, and teachers should bear this fact in mind. Mr. Fuller also asks for suggestions regarding rules governing the contest. If the rules last year were not satisfactory, he would like to know what changes are desired.



Top specimen by H. K. Williams, Quincy, Ill. Middle and bottom specimens by S. E. Leslie, Poughkeepsie, N. Y.

B. J. Ferguson, of the Waycross, Ga., Business College, will open a school in Columbus, Ga., the 1st of December with the finest equipment in the South. He writes that he has ideal quarters, and that the field for a school in that section is splendid. We wish Mr. Ferguson every success, and trust that he will do a large business.

OBITUARY

Elnathan D. Howes.



LNATHAN DOANE HOWES, a resident of Winchester, Mass., and a teacher in the Bryant & Stratton Commercial School, Boston, for more than thirty years, passed away a few months ago. Mr. Howes was sixty years of

age and came from an old seafaring stock. He was born at Dennisport, Mass. He is survived by a widow, four brothers and a sister. At the age of nineteen Mr. Howes began teaching school, which profession he followed until his death. He served for many years as a member of the **School** Committee in Malden, where he formerly lived.

RAPID CALCULATIONS

W. E. DOUGLAS

\$600 for 30 days?

TEACHING INTEREST



NCE interest is but an application of percentage with an additional element, time, it is well to have the students understand in the first lesson the similarity between the two. To assist in accomplishing this a diagram is placed

on the board, containing the terms of percentage and their equivalents in interest. This is followed by a few minutes' explanatory talk.

In this way the average student usually sees that if the base, in percentage, multiplied by the rate per cent. gives percentage, then in interest it certainly follows that the principal multiplied by the rate per cent., modified by the time, must give the interest.

A few words on this new element, time, are necessary here. The students should understand that although there are 365 days in a year, it is found to be much more convenient and sufficiently exact in business to assume that a year contains 360 days, divided into twelve equal periods of thirty days each. This is universally used and known as a business year.

As six per cent, is the most common legal rate throughout the United States, and as whatever previous knowledge of interest the students possess has been based on the "Six Per Cent Method," our first exercises are with that rate exclusively.

At this stage I place a simple percentage problem on the board and show how easily the principles of percentage blend into the principles of interest. In commenting on the different phases of the work, it is not difficult to bring out and indelibly record in the student's memory this fact: At six per cent. one dollar, ten dollars—any number of dollars—will, in two months, or sixty days, earn just one one-hundredth of itself. Finding one one-hundredth of a number is done instantly by pointing off the first two integral places.

At this point the class is tested as to whether they have been following the explanation, by a "rapid-fire" oral drill in pointing off two integral places in various sums. For example:

At 6 per cent, what is the interest on:

| \$200 for 60 days? | \$10 for 60 days? |
|--------------------|--------------------|
| 140 for 60 days? | 6 for 60 days? |
| 2467 for 60 days? | 52649 for 60 days? |
| 3215 for 60 days? | 51.27 for 60 days? |
| Etc., | etc. |
| | |

Much enthusiasm is aroused in this way and a competitive spirit is manifested at once.

After three or four minutes of this work, I suddenly ask: At 6 per cent. what is the interest on \$200 for thirty days.

As no warning is given, it is interesting to note what a large number of the students catch the idea and shout the result.

This gives a nice opening for enlarging upon the convenience and practicability of the method, and it is pointed out to the students how their knowledge of fractions will assist in obtaining the results if close attention is given.

The next few minutes are profitably spent with numerous problems classified as follows:

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At 6 per cent, what is the interest on
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800 for 30 days:
240 for 30 days?
                              One-half of 60 days.
180 for 30 days
 90 for 30 days?
$300 for 20 days?
900 for 20 days?
1200 for 20 days?
                              One-third of 60 days.
120 for 20 days?
360 for 20 days?
$280 for 15 days?
160 for 15 days?
320 for 15 days?
                             One-fourth of 60 days...
480 for 15 days?
720 for 15 days?
```

The students are permitted to work these out on tabletsif they desire, but few find it necesary to do so.

By this time a substantial foundation has been laid and the next section of the work is taken up with zest.

At 6 per cent, what is the interest on

\$1000 for 120 days? \

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900 for 120 days?
                        Twice 60 days.
 350 for 120 days?
 150 for 180 days ...
 220 for 180 days i
                       Three times 60 days.
 510 for 180 days
$400 for 90 days? -
 240 for 90 days?
                       60 days, plus one-half of 60 days.
 150 for 90 days?
$330 for 80 days? -
 120 for 80 days?
                      60 days, plus one-third of 60 days.
 360 for 80 days?
$800 for 75 days?
600 for 75 days? 60 days, plus one-fourth of 60 days.
 280 for 75 days?
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Tablets are now brought into general use and the remainder of the period is devoted to a variety of problemslike the following:

Find the interest at 6 per cent, on

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$2580.16 for 30 days. $376.48 for 20 days. $59.62 for 120 days. $269 for 180 days. $32.86 for 15 days. $1475.24 for 90 days. $72864 for 75 days.
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Solutions of the more difficult ones are placed on theboard and thoroughly gone over for the benefit of thosemembers of the class who are slow in comprehending.

A WORD ON METHODS OF TEACHING WRITING

A. H. Steadman, Supervisor of Penmanship, Cincinnati, O.



AS it ever occurred to you how the methods of teaching writing have changed during the past tairty years?

Recently, while turning the leaves of my

file of Penman's Art Journals, of 1880 to 1800. I was much impressed by the stress placed upon the forms of the letters. The clearness (?) of the instruction as to the forms is worthy of a word or two. Note the following, which I copy verbatim, and if any of the later generation of teachers of writing can distinguish the letter described he is entitled to a medal. "This letter contains Prins. 2, 3, 2, 7. Full height, 3 spaces. Height of angle to right of loop, 11/2 spaces. Height of loop crossing, I space. Width of loop one-half space, full. Count 1, 2, 3, 4, 1." Here is another description of the same letter, by a different writer. "Start at the base line with a full right curve three spaces in length, turn to the left, down line left curve 21/2 spaces, broad turn to the right at bottom, upward stroke I space in length joined to the last part of the capital stem by an angle. Count I. 2. 3. 4. I."

Of course the capital G was under consideration, but contemplate the mental strain necessary to keep all this mass of hodge-podge in mind. Write the letter a time or two and try to use five counts. To use five counts you will be forced to draw the letter, which is evidence that many of the teachers of those days were teachers of a species of drawing, not teachers of writing. In those days letters were made quite elaborate, graceful hair lines and beautifully tapered shades predominating, whereas we now make them as simple as possible, using a pen which gives a firm line of equal strength. They were working for beauty—we are working to secure real, unconscious, automatic writing, without undue attempts at beauty.

We believe in placing a letter upon the blackboard as accurately as is consistent with a free, swinging movement, and we expect the form of the letter to become impressed upon the child's mind through the attention he has given to the act. We impress the forms of letters upon the children's minds by a process similar to that pursued by the teacher of drawing, when teaching children to distinguish forms of objects. Teaching form is one process; reproducing this form is a different operation. The former deals with the mind, the latter with the muscles.

The writer, in the early days of his public school work, frequently has examined the copy books of classes of forty and forty-five pupils and so nearly alike were the pages that it was impossible to distinguish the writing of the boys from that of the girls. No individuality was shown in any case.

Of course these children had not been taught to write. They had been forced to draw all the work represented. Was it any wonder they despised the "writing lesson"?

If we were to bare the arms of a class of children we would find no two of them have arms, hands or fingers alike. Now, these unlike fingers, hands and arms are the implements with which writing is done, and how can we expect like results from unlike tools?

The old plan of teaching writing (?) was much like the old method of teaching children to read. Formerly it was thought that one could not learn to read until after the alphabet had been mastered and the poor little innocents had spelled through their a-b ab's and b-a ba's. At this time the instructor who would think of teaching the letters to her charges, in order to teach them to read, would be "called up on the carpet" in short order. Now it is known that the child

will learn the letters while it is learning to distinguish the simple words adapted to its vocabulary.

The writer believes in teaching the child to form his letters while using the proper movement, and that he should be required to use this movement from the time lie enters school until he shall have acquired a good, free, automatic, legible style of penmanship which need not be changed to meet the requirements of business. Any handwriting which must be changed after a pupil leaves school, in order to meet "outside" cond'tions has been illy taught.

Movement should be taught while the child is learning to hold the writing implement, either the pencil or the pen. Correct forms of letters should be placed upon the blackboard at all times, not just when a writing drill is being conducted. These forms eventually will become firmly impressed upon the mind, and, thereafter, there is a constant, though possibly unconscious, effort of the mind to cause the writing muscles to reproduce the picture of these forms.

Too much time is frittered away in a mistaken attempt at "teaching form." Teachers force children to spend hours of valuable time slowly and laboriously drawing shapes of letters. In learning to read, how do the children distinguish words? The pictures of these words have been impressed upon their minds, as are the forms of flowers and objects. Are the children able to print the letters of which the words are composed? No, not without a special drill, and this is evidence that the child does not have to be able to form letters to know them. To imprint the forms upon a child's mind requires teaching; to implant the ability to reproduce the form upon paper requires a specialized, graded physical culture drill, no matter whether the muscles employed in the operation be those of the fingers or of the arm.

Throughout the first and second years of a child's school life the position at the desk is of greater importance than all other issues, for children are prone to stoop over the desk, bending the back and cramping the lung cavity. If permitted to assume and maintain this pernicious position during the period of his school life, round shoulders, poor breathing power and injured eyes must result, therefore, small children should be taught what is meant when the teacher says, "Position," for it will be necessary to call attention to it many times before a healthful position becomes a habit, and if they know the meaning of the word, no time is lost by the teacher calling attention to it, no matter what the nature of the exercise she may be conducting.

While the "position habit" is being implanted the teaching of the simple writing movements may be taken up. Children of six years may be taught the "push-pull" movement and the "oval exercise," which form the base of all script letters, in addition to being most excellent drills for the development of a light, free, swinging stroke.

All writing exercises for small children should be on a large scale. We do not agree, however, with the eminent educator who says letters on the blackboard, for small children, should be at least a foot high, and, on paper, they should be one inch high. The simple phrase, "Nine little kittens," written with letters a foot high, and in proper proportion, will require almost thirty feet of blackboard, and about thirty inches on paper. It is an impossibility for the eyefield to take in a line of this length at a glance therefore, a readjustment of focus for each letter becomes necessary, and an undue number of readjustments of the eye tend to injure the organ and must be avoided. Nor do we deem it advisable for children to write upon paper forming their letters one inch in height, as such a procedure would force children to use the whole-arm movement, the arm being suspended from the shoulder. The muscles of the child are not sufficiently strong to permit him to hold his arm suspended from the shoulder



without an excessive strain, therefore, he must not be forced to write in this manner, but should be permitted to rest his arm upon the edge of the desk and make the letters within the compass of the flexibility of the loose skin upon his forearm.

This flexibility should be permitted to determine the size of each individual's writing, and to force all the children to make their writing the same size would be to do them a great injustice. There is no reason why they would draw their letters alike and the same size, and nature has so con-

INVITATIONS RECEIVED



HE Senior Class of the Ramsdell School request the honor of your presence at the Commencement Exercises at Linden Hall, Tuesday evening, October 22, 1907, at 8 o'clock, Middletown, N. Y.

You are cordially invited to an exhibition of "Touch Typewriting" to be given by the pupils of Monroe's Business College. Waterbury, Conn., October 16, 2:30 P. M., at the college.



HOTEL ANNEX, HEADQUARTERS OF THE NATIONAL COMMERCIAL TEACHERS' FEDERATION, PITTSBURG, PA., DEC. 27-31, 1907.

The hotel building has a frontage of one-half block on Penn avenue and one-half block on Sixth street, one of the most central corners in the business district of Pittsburg.

structed the muscles of their arms, hands and fingers that to write them the same size and shape is an impossibility.

Let us, then, teach "type forms" of letters and make due allowance for the individual characteristics of the children. Let us drill the children to reproduce these forms, by the use of the proper motive power, sufficiently accurate to be as legible as print. Let us keep in mind that the man who rapidly can turn out a page of script that may be read with no greater exertion than is required to peruse the columns of the evening paper is a good penman. Let us conduct our writing drills accordingly.

HYMENEAL

Mr. and Mrs. William Borst announce the marriage of their daughter Agnes to Jasper Adelbert Savage on Thursday, October 17, 1907, at Omaha, Neb. The Journal extends most hearty congratulations. Mr. Savage has been connected for a number of years with the Omaha Commercial College. As a penman and commercial teacher, he stands in the very front ranks.

"The first thing that any education ought to give a man is character, and the second thing is education."

HOW THEY BECAME PENMEN - No. 4

By H. W. Ellsworth, New York City.



OU ask me to tell you "Why I became a penman?" Same way as friend Isaacs and Topsy did—'specs I growed into it. There I was at Fredonia Academy, seventeen years old, and couldn't write for shucks. I was appointed

teacher of bookkeeping and sat on the stage at morning exercises with the principal and other assistants. All the students looked up to us for instruction and example.

A natty young fellow, just from Buffalo, came along and

the office to fill and copies to set, I was put to my mettle, and strove to win-or perish in a sea of ink.

About then I saw a glimpse of the coming Bryant and Stratton chain of business colleges and their posters announcing the great Spencer troupe, led by the great P. R., and I got the penmanship fever. A letter from J. W. Lusk, from Buffalo Business College, set me wild to "beat the band" on plain unadorned style. I sandwiched penmanship exercises with splitting wood for my mother, and developed a pure muscular movement worthy of the notice of anyone. I said to myself, "Good penmanship is the road to success for me as I can get on to its curves with the best of them and, what is

It was during one of my summers vacations, which I usually spent at the homestead in Old Chautangua" That the desirability of a Lournal for promulgating penmanship ideas of which Istill had a surplus occurred to me after a "summer map" and on my return to New York Sept 1866 I issued the first No. of The briting Jeacher" the foreumner of the various "Art townals" and Jenmen east and west that still flourish.

organized a writing class. I joined. He was a clipper and set copies that appealed to my callow soul; but they were neat, plain and without the everlasting flourish of the traditional professor of penmanship. I imitated his good example for sixteen pages of my writing blank, when the teacher was taken sick and quit.

Soon after, along came a Prof. Selover, a traveling menagerie, card writer, flourisher of birds, animals' and fishes and other things not classified, but he could not fill the bill on plain writing or come to time with his appointments to teach. The principal encouraged me to try the job, and I did. With

more, I can do some missionary work by preaching better system and pruning down the eccentricities of the 'pure Spencerian' and giving reasons why."

So I was entered for a fifty-year race, now almost run, and feel that I have lived to see plain penmanship divorced from the curlicues by sensible penmen and good writers. I don't say I did it with my own little hatchet, but I have hewn to that line myself and, like the good cobbler, stuck to the work I best could do, and let all other matters go, holding this homely proverb fast, "Good cobbler ne'er forsake your last."

Golo Writing

Yours Chirographically.

FOR THE CARD WRITER

CARD WRITING



S per your request in last month's JOURNAL, I am sending you some practice work from the Madarasz lessons in Card Writing. No one really appreciates the work of this great penman until they try to imitate some of his pen-

manship. Then they see the real delicacy in his execution. These lessons alone are worth hundreds of dollars to any 'live' penman."—S. C. Bedinger, Sedalia, Mo.

"Madarasz signatures are worth many times the price of The Journal. Continue such valuable matter."—P. W. Clark, Louisville, Ky.

"THE JOURNAL is surely everything that could be desired this year and the work by Madarasz is surely fine."—M. O. Davis, Salem, Ore.

We wish we had space to publish in our Journal all the good things that are being said this year about the different courses. Every one knows that we are influenced by the opinion of others. This is true in every interest in life. What every one goes to, or does, we think must be good. What no one buys or appreciates but ourselves is likely not to be so good. The Madarasz Course in Card Writing is no exception.



FLOURISHING



HE master specimens of flourishing are appreciated as much as any feature we are now running. While flourishing as a recreation is, no doubt, becoming a lost art, its fascination will always be a power among the skilled pen-

men. Mr. Moore contributes this month two more of his beautiful gems from the pen. We should be very glad to receive reproductions of these flourishes.















EDITOR'S SCRAP BOOK



E. SORBER, of Noxen, Pa., has favored us with some very beautifully written cards in the ornamental and engravers' script styles. Mr. Sorber's work is of a very high grade, and he stands in the front ranks.

C. H. Spryer, of Washington, D. C., also swings an ornamental quill with the skill of the professional.

Charles J. Petter, of Burlington, Iowa, is the possessor of a splendid business hand. We note this from a letter he has recently written us.

Wm. King Cook, of Hartford, Conn., renews his subscription to The JOCKNAL, and at the same time gives us a specimen of his high grade business writing.

O. J. Hanson, of Grand Forks, N. D., sent us some cards written in the ornamental style. They are a delight to the eye.

From the pen of O. J. Penrose, Elgin, Ill., Academy, we have received a very graceful flourish and specimen of his ornamental work. Mr. Penrose is to be congratulated on his skill.

E. A. Dieterich, of the Bartlett Commercial College, Cincinnati, Ohio, contributes a few lines of his business writing to the Scrap Book this month.

Anthony J. Dezego, a student of Wood's School, Brooklyn, N. Y., has sent us one of the first specimens of his flourishing. The work shows up very nicely indeed.

Charles J. Potter, of Elliott's Business College, Burlington, Ia., is certainly master of a splendid business hand. He has favored us with several specimens.

Some very beautiful ornamental signatures have reached our desk from the pen of A. M. Wonnell, Ferris Institute, Big Rapids, Mich. The work is a delight to the eye.

11. W. Strickland, of Goldey College, Wilmington, Del., swings a very skilful ornamental quill, as is noted by some card work received.

We wish to acknowledge receipt of a packet of specimens from E. H. McGhee, of the Horton-Large Business Institute, Trenton, X. J. The touch of the genuine penman is seen in the lines of his work.

J. W. Creig, of the German Wallace College, Berea, Ohio, sent us some colored cards written in a very creditable ornamental style

George E. Van Buskirk, of Roseville, N. J., favors The Journal, with some nicely written ornamental eards.

A package of specimens, embracing flourishes, ornamental writing and business writing, comes from A. J. Willard, of Middletown, Va., which show that he has ability along these lines.

Some excellently executed ornamental cards have been received from F. S. Heath, of Concord, X. H. Mr. Heath stands high in this line of our work,

George H. Walks, of Brooklyn, N. Y., contributes several cards written in ornamental style that show him to be talented in this branch.

B. J. W. Ewald, of Mount Carmel, III., encloses some ornamental cards in a recent letter that do him credit.

High-grade specimens in the professional style have reached us from A. R. Merrill, Saco, Me. Mr. Merrill stands in the front ranks.

H. F. McKay, of Hill's Business College, Waco, Texas, favors The JOPENAL with specimens of his pen work in both ornamental and business styles. The work is gotten out very artistically.

A. McIntyre, of Central Falls, R. L., writes a very creditable ornamental card.

J. G. Christ, of Lock Haven, Pa., a frequent contributor to this department, sends us ornamental specimens of more than average grade.

Letters written in the ornamental style have been received from A. M. Grove, North Lima, Ohio; S. E. Leslie, Poughkeepsie, N. Y.; Sam Evans, Covington, Ky.; A. R. Merrill, Saco, Me.; E. S. Lawyer, Alhambra, Cal., and J. G. Christ, Lock Haven, Pa.

Letters written in the business style come from O. L. Rogers, Chicago, Ill.; R. W. Decker, San Andreas, Cal., and A. C. Moss, Texarkana, Ark.

In response to our invitation for reproductions of the Madarasz cards we have received most creditable specimens from the following: W. A. Millman, Alberton, P. E. I., Canada: C. E. Baldwin, Columbia, Mo.; S. C. Bedinger, Sedalia, Mo., and H. E. Miles, Brooklyn, N. Y. Mr. Miles is a nephew of W. E. Dennis and is getting the Dennisonian script down fine. It is our intention to engrave some of these cards to run in an early number.

Superscriptions of a high grade written in the business and ornamental styles have been received from the following: F. J. Atwood, Houston, Tex.; E. B. Thomas, Dayton, Ohio; E. O. Folsom, Worcester, Mass.; J. D. Fair, Sioux Falls, S. D.; W. C. Brownfield, Dallas, Tex.; F. J. Anderson, Kansas City, Mo.; C. E. Sorber, Noxen, Pa.; R. W. Ballentine, Chicago, Ill.; Bro. August, Montreal, Canada; W. H. Graham, Pittsburg, Pa.; G. W. Paulus, Grand Rapids, Wis.; E. C. Davis, Salt Lake City, Utah; W. K. Cook, Hartford, Conn.; A. J. Swenson, Salt Lake City, Utah; Earl Jackman, Levan, Utah; G. H. Van Veghten, Poughkeepsie, N. Y.; Mrs. Florida Hendrix, Gainesville, Tex.; O. J. Hanson, Grand Forks, N. D.; F. A. Ashlev, Belleville, Out.; A. F. Jaksha, Portland, Ore.; J. D. Rice, Chillicothe, Mo.: J. W. James, Pine Bluff, Ark.; J. F. Caskey, Haverhill, Mass.; W. A. Gulledge, Anthony, Kans.; E. Anderson, Magnolia, Minn.; J. J. Bailey, Toronto, Canada; E. F. Whitmore, Washington, D. C.; Charles J. Potter, Burlington, Jowa; W. S. Morris, Pennsboro, W. Va.; A. M. Wonnell, Big Rapids, Mich.; H. D. Goshert, St. Louis, Mo.; W. A. Abernathy, Williamsport, Pa.; John J. Frick, Larimore, N. D.; Ben Kupferman, Boston, Mass.; E. A. Hall, Pittsburg, Pa.; E. C. Winters, Chicago, Ill.; Irwin P. Mensch, Parkersburg, W. Va.; J. M. Tran, Toronto, Canada; F. H. Briggs, Chicago, III.; E. E. Strawn, Estherville, Iowa; J. N. Fulton, Fort Wayne, Ind.

Triend Kentey-Tifly nene subscriptions as a substantial lestimonial To the value of the Journal in my writing classes, Generalized.

(Jestie:

Nicely written superscriptions in both the ornamental and business styles have been received from the following: O. L. Rogers, Chicago, Ill.; George Van Buskirk, Roseville, N. J.; Miss Bertha W. Ferguson, Salem, Mass.; C. E. Baldwin, Columbia, Mo.; J. D. Miller, Lincoln, Kan.; Ernest Draper, Moscow, Idaho; H. F. McKay, Waco, Texas; H. A. Berry, St. Louis, Mo.; A. B. Wranght, Pittsfield, Mass.; F. S. Heath, Concord, N. H.; C. C. Stone, Utica, N. Y.; John F. Dexter, Port Chester, N. Y.; C. W. Fogarty, Syracuse, N. Y.; D. J. Hostetter, Dallas, Texas; S. B. Hill, Cortland, N. Y.; C. E. Sorber, Noxen, Pa.; L. E. Stacy, Meadville, Pa.; E. J. Podolak, Chicago, Ill.; W. A. Hofman, Valparaiso, Ind.; S. E. Leslie, Poughkeepsie, N. Y.; A. E. Parsons, Keokuk, Ia.; S. E. Bartow, Albany, N. Y.; F. B. Courtney, Minneapolis, Minn.; J. W. Westervelt, London, Ontario, Charles J. Potter, Burlington, Ia.; J. D. Rice, Chillicothe, Mo.; C. L. Krantz, Rock Island, Ill.; J. D. McFadyen, Ottawa, Ontario; A. F. Wallace, Newark, N. J.; C. L. Eyster, St. Louis, Mo.; A. H. Dixon, Brooklyn, N. Y.; P. W. Clark, Louisville, Ky.; H. N. Stronach, Spokane, Wash.; Perry Martin, Little Rock, Ark.; N. W. Rhodes, Utica, N. Y.; D. T. Ames, Mountain View, Cal.; N. A. Fulton, Mount Vernon, N. Y.; L. A. Kennedy, Toronto, Canada; C. G. Price, New York; O. C. Dorney, Allentown, Pa.; Sam Evans, Covington, Ky.; Claude Ferguson, Toronto, Ontario; C. W. Ransom, Kansas City, Mo.; D. Kean, Philadelphia. Pa.; W. H. Stutsman, Los Angeles, Cal.; C. J. Gruenbaum. Lima, Ohio: C. W. Jones, Brockton, Mass.: B. F. Overstreet, Connellsville, Pa.; J. H. Long, Flint, Mich.; H. A. Berry, St. Louis, Mo.: F. P. Russell, St. Louis, Mo.: O. J. Hanson, Grand Forks, N. D.; M. A. Conner, Bath, Me.; C. A. French, Boston, Mass.; A. M. Wonnell, Big Rapids, Mich.

C. W. Clark, Elmira, N. Y.: R. C. Spencer, Milwaukee, Wis.: Todd E. Paulus, Hibbing, Minn.: E. H. McGhee, Trenton, N. J.: H. P. Behrensmeyer, Quincy, Ill.: R. W.: Long, Butler, Ore.: F. T. Weaver, East Liverpool, Ohio; V. Rheude, Milwaukee, Wis.: J. H. Bachtenkircher, Evansville, Ind.; C. A. Nelson, Chicago, Ill.; M. P. Ropp, Brooklyn, N. Y.; H. W. Ellsworth, New York; E. A. Dieterich, Cincinnati, Ohio; O. J. Penrose, Elgin, Ill.; D. G. Westman, Kansas City, Mo.; C. B. Adkins, Hartford, Conn.; Merritt Davis, Salem, Ore.: Theodore Anderson, Minneapolis, Minn.; E. C. Mills, Rochester, N. Y.; E. H. Armstrong, Grass Valley, Cal.: J. N. Fulton, Fort Wayne, Ind.: O. E. Ofstad, Spring Valley, N. Y.; C. H. Nixon, Mineral, Va.; H. W. Patten, Philadelphia, Pa.; G. H. Van Veghten, Poughkeepsie, N. Y.; J. M. Lantz, Waynesboro, Pa.: Brother Rene Auguste, Chambly, Quebec; H. B. Cole, Quincy, Mass.: J. E. Garner, Harrisburg, Pa.; A. H. Steadman, Cincinnati, Ohio; R. A. Spellman, Taunton, Mass.; E. L. Tompkins, Hopedale, Ill.; Clark Business College, Philadelphia, Pa.; L. E. Lawley, Decatur, III: A. Willoughly, Houston, Mo.; J. J. Hagen, Minneapolis, Minn.; J. G. Christ, Lock Haven, Pa: Sister Mary Germaine, Monroe, Mich.; W. J. Trainer, Perth Amboy, N. J.: G. H. Walks, Brooklyn, N. Y.

E. S. Lawyer, Alhambra, Cal.; W. P. Canfield, Owatonna, Minn.; C. E. Jones, Chicago, Ill.; L. B. De Witt, Los Angeles, Cal.; J. B. Parr, Sulwell, Kan.; Mrs. L. F. Noble, Salem, Mass.; Brother Camille, St. Lindes, Laurentides, Canada; J. H. Clark, Providence, R. I.; C. F. Teur, Delavan, Wis.; A. R. Merrill, Saco, Me.; H. F. McKay, Waco, Texas; A. C. Moss, Texarkana, Ark, Tex.; J. W. Creig, Berea, Ohio; H. A. Reneau, Quiney, Ill.; W. P. Poter, Sparta, Ill.





FRIENDS

Because the office is the prime element, the factotum, upon which this whole great mercantile universe hinges, we should make it a study as we would any department of the field of training in our preparation for work.

The office seems to me like the centre of a spider's web, from which are reaching commercial strands to the horizon's horizon in East, West, North and South.

I wonder if any of you were ever in an office of a man whose business numbered millions of dollars. There were desks and desks lined with telephones, each a branch line to some broker, the stock market, the private lawyer, the newspaper, statistics reporter, two or three branch firms. There was this office for the manager, that office for the secretary, another for the treasurer. From these two or three rooms, safe, -desk and telephone-furnished, thousands of dollars were ordered to change hands. If stocks were selling at the market, with how much anxiety the seller would watch the ticker as it stamped the rise or fall, or possibly indicated a corner, when the watcher would become almost a madman in his wild excitement of anticipation, disappointment or success. Because of his physical or mental depression or exhilaration, the whole office corps would be likewise affected. His stenographer would receive letters at a normal rate with possibly a word of commendation; or the dictation would be a speed-racer for the pencil with probably sarcastic taunts and rebuffs. A strong man of influencing personality can, by his own sordid or cheerful disposition, transform his business establishment from a gloomy, irritating atmosphere to one of cheerful labor, or vice versa.

I remember reading a poem by Alice Cary in which she likened humanity to a woven tapestry. Each thread seemingly unimportant and of not brilliant character, would, if broken, spoil the strength and perfectness of the completed work. The stenographer appears to be a fraction of the world's work, yet the correct performing of her labors is as important as the closing of a great deal. I do not exaggerate.

Not over six months ago a young lady left school with a thorough understanding of office filing and she knew it, according to her version of her ability. She held a substituting position for three weeks and during that short time, because of her carelessness in filing, the firm lost five thousand dollars. She filed a letter under ninety-three which should have been under forty-three. The permanent stenographer hunted for the lost epistle, which was of utmost importance, but her searches were unsuccessful till three months later, at much too late a date.

Filing is exceedingly important, not simply because of the ability to find a past letter quickly, but also for the reserving of corrected addresses of business houses, men and women with whom a firm transacts its regular or occasional business.

Lest I forget, I would lay special stress on punctuation; so small a thing as a comma can wreck a business. It cost the United States several hundred thousand dollars not a decade ago. The semicolon is one of the most important marks we have, yet it is seldom used. It can change the meaning of a sentence. Last week a lady secured an advanced position because she understood how to divide her sentences, and her semicolons were frequent. I am going to take the liberty of giving you a little rule which has helped me, and which I framed for my stenographers: "In a compound sentence when in fact, of course, hence, therefore, consequently and moreover occur, separate parts of sentence with semicolon and follow the above word or words with commas." Not a very easy rule as it is written, but one you can remember. Notice these sentences: "I like the PENMAN'S ART JOUR-NAL; in fact, I believe you should subscribe for it." "I wrote you some time ago and you did not reply; hence, I repeat my request." "The boy worked hard; therefore, he has succeeded." Try to remember these few words, only six, and put this method of punctuating into practice to-morrow. I believe it will help you.

To return to our subject: There are as many kinds of offices as there are new inventions, and each office has its technicalities. A branch office of insurance business would demand long inspection lists to be made out by the stenographer. The reports would doubtless be brought in by agents who had made a monthly, quarterly or semi-annual inspection of insured farms. More typewriting than dictation would be required.

If you were in a bank your duties would demand a familiarity with names of local banks, with counting house, clearing house, depositors, special lists, mortgage copies. Should your position be with a doctor or lawyer, such knowledge as you could obtain of medical or legal terms, most of them Latin, would be to youn money interest. A girl working for a lawyer in St. Albans, Vt., two years ago, is to-day receiving fortyfive dollars a week doing secretarial and reporting work for prominent government officials in Washington, just because she studied the by-paths of business. Her extra time was not devoted solely to increased speed, but learning details.

Instances are occurring every day where girls are proving they are big somebodies. They must be in an office. The office needs them. They have created a demand and I am glad to say, an appreciative demand.

"It is good business, when a fellow hasn't much behind his forehead, to throw out his chest and attract attention to his shirt front. But when you meet men who have done something to make them worth meeting, you will find that there are no 'keep off the grass' or 'beware of the dog' signs around their premises, and that they don't motion the orchestra to play slow music while they talk."

DEPARTMENT OF BUSINESS PRACTICE BY E.O. FOLSOM

INVENTORIES.



USINESS men usually "take stock" and "close their books" once each year. This would probably be done oftener were it not for the labor involved in "taking stock" in order to furnish the bookkeeper with the necessary inventories

for closing. I will take it for granted that you are all familiar with the meaning of the terms resource and liability. I have found that those studying bookkeeping are prone to thing of inventories as always being resources. So far as the term pertains to stock or merchandise on hand it does represent a resource, but before you have progressed far you will find items having no relation to stock on hand listed under the head of inventories.

Some of these items are frequently liabilities. Inventories may then include items which are liabilities as well as others which are resources. You know that the Net Capital or Present Worth of a concern is the difference between its resources and liabilities. Suppose you are listing these resources and liabilities for a firm which has a note outstanding amounting to \$500. It is a six months' note, bearing interest at 6 per cent. It has already run three months, and there is now due, then, \$7.50 as interest, and certainly this accrued interest is a liability to the firm as much as though the note were now due, although the interest due appear in no account in the ledger. If the statement were made up without including \$7.50 as one of the liabilities, the Present Worth would, manifestly, be too large by \$7.50. Also, as this liability is not carried to the statement through any account in the ledger, it will necessarily appear as a liability inventory.

By just the reverse line of reasoning it may also be shown that interest due on bills receivable is a resource inventory. Suppose again that one year ago you paid \$100 for insuring your property for a term of two years. When you paid the premium you charged it to Expense. Surely your present business should not be made to bear the entire loss of \$100, which protects you for one more year with no further payment.

It is much better to distribute the loss evenly over the two years, and this can be done only by treating the unexpired premium of \$50 as a resource inventory. In closing the Expense account the inventory of \$50 is entered on the credit side, thus diminishing the loss by \$50, and it is afterward brought down on the debit side, which will have the effect of increasing the loss from Expense \$50 when you close the books next year. By this process each year has been made to bear its proportionate share of the loss. Salaries and rents due and unpaid, and numerous other illustrations, could be brought up to show that we have many things listed as inventories which are not merchandise or supplies on hand, and some of which are liabilities. By the foregoing we have also shown that the ledger accounts do not show all our indebtedness until inventories are entered up, nor do

they show all that there is due to us. No entry being made for salaries, rent, interest, etc., until they are paid, regardless of how long they have been due, they never appear in ledger accounts expect as inventories until the time of such payments.

I have found that a common source of trouble for book-keeping pupils is the proper disposition of the inventories, when there are several, in closing the ledger. They will likely make out a statement of losses and gains correctly and then close their ledger, making it show results entirely different from those in the statement. As you close the ledger take each account in its turn, enter the inventory, if there is one, and then, on a pencil pad, estimate the loss or gain from that account. Then before closing the account, by entering such result in red ink, be very sure to look at your statement to see whether the same result is shown there or not.

For instance, if your Expense account has a debit balance of \$347.75 and you have supplies on hand amounting to \$98.75, your statement, if correct, will show a loss for Expense of \$249. Assuredly Expense account when closed should agree with this. Nevertheless a surprisingly large number will close the Expense account by writing on the credit side "Loss, \$347.75," and carrying that amount to the Loss and Gain account, in that way changing the Net Gain and finally the Present Worth. Thus it sometimes happens that books are handed in for approval in which the statements show certain results for the Net Gain and Present Worth, while the closed ledger shows an entirely different state of affairs. I think the trouble lies largely in the learner's failing to understand that the Loss and Gain account in the ledger will show just the same results as the statement of losses and gains. Every result appearing on the debit side of the statement should appear on the debit side of the account in the ledger, and everything on the credit side of the statement should also appear on the credit side of the same ledger account.

In A. W. Hayes' trial balance which appeared in the October issue, there was an error on the part of the printer. The balance for bills receivable should have been on the credit side. This would cause the trial balance to balance. The errors, then, which this arrangement would show would lie in the fact that the balance of bills receivable account is never correctly on the credit side of the ledger. Neither is the balance of bills payable account ever correctly on the debit side of the ledger.

The fact that the trial balance did not appear according to my intention caused much confusion in the answers which have been received. Among those who sent in very creditable replies under the circumstances were:

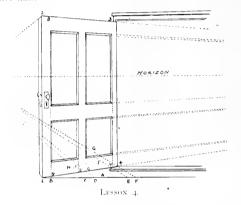
C. C. Lawrence, Springfield, Ill. Louis Wechsler, New York, N. Y. L. A. Klugman, Newark, N. J. Pauline Nadel, Jersey City, N. J.

PEN DRAWING AND ILLUSTRATING VALENTINE SANDBERG



HOPE that the November lesson was interesting and that you succeeded in getting out the table nicely. In this issue I present another lesson in perspective.

Look at the side of a room showing an open goor. Draw vertical line 1 to 2 representing the near edge of the door. Determine the apparent height and draw your perspective line from 1 and 2. Then find out the width of the door from lines 2 to 3 and 1 to 4 on these perspective lines.



The next thing to do is to indicate the distance between the outer edge of the panel and the edge of the door, 2B. Then draw a horizontal line A from point 1 and perspective lines E F to meet the horizontal line A. Measure the distance between 1 and B and make the distance between C D and E F the same.

Now, draw perspective lines 11 I J. You will note they intersect perspective line 1 to 4. At points 5, 6, 7, 8 draw perspective perpendicular lines which separate the panels. Next determine the height of panels and draw perspective lines accordingly. You are now ready to ink in, after which erase pencil lines.

MISS FRITZ CLINCHES HER CLAIM ON THE CHAM-PIONSHIP

On Thursday, October 17, at the National Business Show, Madison Square Garden, New York, Miss Rose L. Fritz, of Brooklyn, operating an Underwood typewriter, won the first contest for the International Typewriting Trophy. There were seven prizes offered—a grand prize of a silver trophy (value \$1,000, perpetual prize) and six cash prizes, as follows: First prize, \$200; second, \$150; third, \$100; fourth, \$50: fifth and sixth, \$25 each.

| The prize winners v | vere: | | | | Net Speed |
|--|-------|------------------|----------|---------------|--------------|
| Name. | | Total Errors. | Penalty. | Net Words. | her. |
| Miss Rose L, Fritz, of Brooklyn | 5,619 | 51 | 405 | 5.214 | 57 |
| Mr. H. Otis Blaisdell, of Chicago | 5,720 | 148 | 740 | 4,980 | 53 |
| Mr. Emil A. Trefzger, of Chicago | 5,152 | 94 | 470 | 4,682 | 78 |
| Miss W. May Mat- thews, of New York. | 4,910 | 152 | 760 | 4,150 | C9 |
| Mr. Paul Munter, of New York | 4,543 | 194 | 970 | 3,573 | *10 |
| Miss Lillian V. Bruor- ton, of Boston | 4,402 | 175 | 875 | 3,527 | 59 |

The presentation of the trophy to Miss Fritz took place in the Concert Hall Friday evening, October 18, before a large and enthusiastic audience. The speech of presentation was made by Geo. H. Patterson, president of the Office Appliances Company, of Chicago,

After the presentation Miss Fritz gave an exhibition of typewriting from dictation while blindfolded. The matter was read to her by A. M. Kennedy, of the Kennedy School, Toronto. The dictation lasted thirty minutes, during which time she wrote 3,032 words with only nineteen errors. Deducting the usual penalty of five for each error, her average was 98 words net per minute. This is four words per minute better than her best previous record, made a year ago. The difference of eleven words a minute between the blindfold record and the one made by Miss Fritz in the contest for the International Trophy was explained by her just after this wonderful exhibition. She said that during a contest she must hold herself well within her speed because the penalties for errors are severe, and the nervous tension under which all the contestants operate tends to cause a much larger proportion of errors when an operator typewrites at her maximum speed. This is sometimes shown at the great contests, when other typists working at their minimum speed succeed in actually getting further along in the copy than she does.

The increase in total appraised value for the fiscal year 1907 over the year 1906 is approximately \$115,000,000, being equivalent to 16 per cent, making this the largest year recorded in the history of the Appraiser's Office.-From the New York Journal of Commerce, July 2, 1907.

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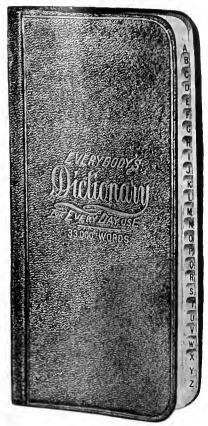
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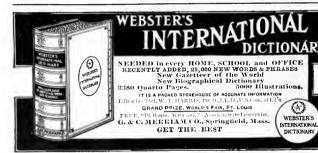
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Lesson 4.



HE loop for j, g, y z, should extend two spaces below the base line. I make this loop a trifle avider than the upper loops. Avoid curving too much to the left.

Carry the initial hair line on the j nearly to the top of the shade. This principle should

apply all around, as it tends to soften the shades. Make the first page of the g the same as the small a. The g is an inverted h, or begins the same as you would for x. Two styles of z are given. The first is supposed to be standard. The small dot is added last. Also add a slight shade on the top of the small loop at the base line. The lower loops are shaded delicately on the left lower side.

The f requires careful practice, as it is four spaces in length. Two styles are given. It begins with the same loop as for the l brought to the base line and then carried to a tapering or squared point one space below. Finish with a small dot to the right of and touching the initial hair line. End in a right curve hair line.

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OWNERS OF BUSINESS COLLEGES who require commercial teachers, penmen, or shorthand teachers (Isaac Pitman), should communicate with W. J. Elliott, principal of the Elliott Business College, Toronto, Ontario. We make a specialty of preparing atudents, who have formerly been public achool teachers, for teaching in business colleges. State salary.

TEACHERS SUPPLIED—When you require a leacher of the Commercial branches or Gregg Shorthand, write The Willis Business College (S. T. Willis, principal), Ottawa, Cannda, and we can probably supply the right person. We conduct a thorough course for the training of punite achool teahers as teachers of the Business branches and shorthand. State salary.

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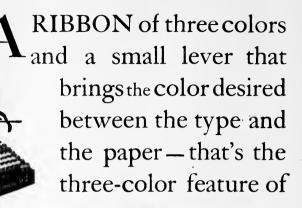
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The New Tri-Chrome nith Premier Typewriter



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1 am pleased to state that 1 consider "A PRACTICAL COURSE IN TOUCH TYPEWRITING," the only text-book from which I studied, the best typewriter instruction book that I have seen. The exer-cises are excellent and have helped me wonderfully in working up speed. The whole course is very interesting from the beginning, and it cannot but produce the best results in the shortest time. I attribute my success in typewriting in a large measure to the assistance given me by Mr. Smith, the author of the book, and I am sure any one who uses It will be more than pleased with the results.—Rose L. Fritz.



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WORLD'S CHAMPIONSHIP: 2322 Words in 30 Minutes. Toronto, December, 1906. ASSOCIATION HALL: 2129 Words in 20 Minutes.

Chicago, March 21, 1907.

AMERICAN CHAMPIONSHIP:
2445 Words in 30 Minutes,
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- AN APPENDIX OF NINETEEN PAGES has been added relating to Statutes of Limitations, Executions, Exemptions, Statutes of Frauds, Interest, Negotiable Instruments, Rights of Married Women, Chattel Mortgages, etc., of all the States whose provisions differ from the general law as given in the body of the text.
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Or if you are in charge of a commercial department in a public school or private institution—in other words, if you are charged with the responsibility of selecting the best texts for the shorthand department—it means that you cannot afford not to investigate GREGG SHORTHAND. Mr. Guilbert Pitman (nephew of and for twenty years manager to Sir Isaac Pitman) says: "Gregg Shorthand is based on scientific principles, applied in a scientific way, and I believe that it is destined to become the shorthand of the English-speaking people." Let us explain how you can give GREGG SHORTHAND a trial without expense and without in any way disturbing your present arrangements. When you write ask for a copy of "WHY?"

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Of one of the old-time systems, or a teacher of penmanship, bookkeeping or any commercial subject and are not familiar with shorthand, it means that the demand for teachers of GREGG SHORTHAND is growing so rapidly that you cannot afford not to add a knowledge of the system to your equipment. If you do not teach GREGG SHORTHAND we both lose! Let us tell you how you can learn the system without inconvenience or expense and how we can help you to better your position. Ask for particulars of our offer.

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Any of the above books will be sent to teachers, for examination, upon very reasonable terms. Correspondence invited.

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Vol. 32

JANUARY, 1908

No. 5

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PUBLISHED BY

THE NATIONAL PENMANSHIP PRESS HORACE G. HEALEY, EDITOR

229 BROADWAY, NEW YORK

TWO EDITIONS.

THE JOURNAL is published monthly in two editions.
THE PENNAN'S ART JOURNAL, 32 pages, subscription price 75
cents a year, 8 cents a number.
THE PENNAN'S ART JOURNAL, News Edition. This is the
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After having sent in enough subscriptions to entitle the club sender to the minimum rate, as specified above, additional subscriptions in any number will be accepted at the same rate throughout the school year.

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\$3.00 an inch. Special rate on "Want" ads. as explained on e pages. No general ad, taken for less than \$2.00. those pages.

CHANGE OF ADDRESS.

Subscribers wishing to have their magazine sent to a new address should notify us promptly, giving the old address and specifying the edition, whether News or Regular. Notices must be received one full month in advance, that all copies may be received.

The one thing of which The Journal is proudest is that nine-tenths in the school proprietors and teachers that take the trouble to put it in the hands of their students at the clubbing rate think enough of the paper to send in their own subscription year after year for the News Edition at one doilar.

THE BUSINESS SCHOOLS ARE PROSPEROUS



REQUENTLY in the past we have made the assertion that the private business schools of America were enjoying unusual prosperity. It seems fitting just at this particular time that this statement should be repeated. Of all the business men of the country, the school owner is the one who at

this particular time should be strong-hearted.

School proprietors, do not allow yourselves to think for a moment that the prosperity you have enjoyed during the past few years is to be diminished in the least. The outlook for 1908 is as bright, or brighter, than it was in January, 1907, despite the irreparable injury the banking and stock gambling interests of the country have done to legitimate enterprises. Be optimistic and push harder for bigger things!

That our statements regarding the prosperous condition of our business schools are based upon absolute facts, we quote herewith extracts from letters received in the regular course of business from various sections of the country during the past few weeks. Here, we find New England, the Middle and the extreme West, Canada and the South all represented. These are but a few of a large number. No attempt was made to secure the data, every statement being entirely voluntary:

WOONSOCKET, R. L. COMMERCIAL SCHOOL.

"School opened August 26 with a considerable increase in attendance over any previous record in the history of the school, and in the two weeks since the opening, we have had a large number of others enter. The prospects are good, I believe, for a larger class than any we have ever had."

A. J. PARK.

September 9, 1907.

LIMA, OHIO, BUSINESS COLLEGE.

"Our school opened with a good enrollment the first day and everything is moving on nicely."

C. J. GRUENBAUM. September 5, 1907,

INTERNATIONAL BUSINESS COLLEGE, FORT WAYNE, IND. "School opened last Tuesday with an increase of 25 per cent. over last September. The outlook is very promising for year.' September 7, 1907. J. N. FULTON.

ROGERS & ALLEN SCHOOL, FALL RIVER, MASS. "Our school this year is the largest in its history, the attendance being 28% per cent, greater than that of last year. From what I have heard from surrounding towns, the school business generally is better than it has been for several years. November 2, 1907.

SPENCERIAN BUSINESS COLLEGE, MILWAUKEE, WIS. "We are pleased to report that the Spencerian Business College

has the largest attendance at this time of the year that it has had in its history, with the exception of the year after the war. D. I. ROWE. October 30, 1907.

THE HUNTSINGER BUSINESS SCHOOL, HARTFORD, CONN.
"The opening of the school is flattering in the extreme-way ahead of any previous year."

E. M. HUNTSINGER. September 5, 1907.

THE UTAH BUSINESS COLLEGE, SALT LAKE CITY, UTAH. Since beginning work here our school has grown wonderfully, and new students are entering daily. The outlook is very bright. October 11, 1907. E. C. DAVIS.

TOLAND'S BUSINESS SCHOOL, SIOUX FALLS, S. D. "This is a new school and opened September 3 with an enrollment of over one hundred." September 24, 1907. J. D. FAIR.

ALBERTA COLLEGE, EDMONTON, ALBERTA, CANADA. "I am well pleased to report that Alberta College is enjoying a large enrollment with excellent prospects for the Winter." November 18, 1907. D. ELSTON.

MOSHER-LAMPMAN BUSINESS COLLEGE, OMAHA, NEB. "This is the end of our third week of school, and we now have eighty-seven pupils enrolled. Mr. Boyles told us that if we had eighty-seven pipis enrolled. Art. Boyles food as that I we had forty pupils by Christmas that we would be doing very well for a new school in a city where there is so much competition. Students are enrolling nearly every day, and we have an exceptionally fine class,"

September 21, 1907.

J. W. LAMPMAN.

RANSOMERIAN SCHOOL OF PENMANSHIP, KANSAS CITY, MO "The Ransomerian is booming as it never has done before since our school was organized in October, 1905." C. W. RANSOM.

June 22, 1907.

NORTHWESTERN BUSINESS COLLEGE, SPOKANE, WASH. "Opening up with the largest enrollment known to the school and with a prosperous season throughout the entire Northwest, the management of this school feels that this year will certainly be record breaker." October 11, 1907.

11. N. STRONACH.

WATERBURY, CONN., EUSINESS COLLEGE. "Our day school is well filled and night school is overerowded." September 23, 1907. W. R. SMITH.

JUNIATA BUSINESS COLLEGE, HUNTINGDON, PA. "This year with us is different from other years in three par-ticulars—largest, best, getting most good from Peuman's Art Journal." October 16, 1907. H. F. SANGER. Journal."

CREAM CITY BUSINESS COLLEGE, MILWAUKEE, WIS We have a good attendance at the Cream City Business Col-

lege at the present time. At the beginning of September every seat the shorthand department was taken. H. E. WELBOURNE. November 5, 1907.

ROCHESTER, N. V., BUSINESS INSTITUTE.
"The present school year is proving to be the banner year in
the entire history of the Rochester Business Institute."

December 5, 1907.

GEM CITY BUSINESS COLLEGE, QUINCY, ILL.

"We have the largest school this Fall we have ever had, having over thirty-five States represented at this time, and we expect a

over thirty-five States represented at this than, and total enrollment of over 1,500 students."

November 30, 1907.

D. L. MUSSELMAN, JR. MORGAN'S BUSINESS COLLEGE, WATERVILLE, ME. "Our school has increased this year about 50 per cent."

W. H. MORGAN.

"Our school has opened up with the largest enrollment in its history.
The increase over last year is something wonderful." September 11, 1907,

JOURNAL ADVERTISING PAYS

"Your Journal seems to have a very wide circulation, and we are getting quite a few letters from teachers who have read the advertisement. We are pleased to announce that we have received a very nice order from a school in northwest Michigan, this business coming through the party having read our advertisement in your paper."

SOUTHWESTERN PUB. CO., Knoxville, Tenn. December 2, 1907.



F was with a great deal of pleasure that I accepted the invitation of the editor to prepare a course of lessons in business writing for The

Since there are only six months of the school year remaining, it will be necessary to abbreviate the copies and instructions more than for a course beginning in September. Yet I have given all the copies that are absolutely necessary for acquiring a good business hand and endeavored to make the instructions so complete and simple that even one who has never practiced or understood arm movement writing



ILLUSTRATION No. 1.

Showing proper position of body at desk. Posed by Frank Leslie, a brother of S. E.

could in a reasonably short time come in possession of new knowledge and skill in this most practical of all arts.

Many young people who enter business schools in January will begin practice on the copies in this course. To these young persons I want to say that changing your handwriting is not an easy task. Neither is it as difficult as many of you imagine. It requires no more time to learn to write than it does to become a first-class bookkeeper or an expert stenographer. But it requires as much, and in the very beginning of your school work you should realize this. It may save you a poor handwriting at the end. When I see a young man spending three or four hours a day on bookkeeping.

copying or posting in a poor position and with the same miserable style of writing that he had when he entered school, ignoring the instructions received during the writing period, and then spending only one careless hour on writing, I proceed to give him some advice. And I want to urge you who expect to follow this course to resolve to do your best writing not only during the writing hour but on every page of work that you write, whether bookkeeping, correspondence or spelling. If you do this, you cannot fail. If you don't do it, you will get only an ordinary handwriting that will recommend you to only an ordinary position, with perhaps little chance for advancement. Hundreds of young people fail in life through lack of perseverance in the very beginning of an undertaking. Endurance is a noble quality, whether running a race or learning to write. You may meet with discouragement in the first week's work. But remember this, if you are unable to meet with a resolute will the little discouragements that come to every one who treads the chirographic road, this same lack of perseverance and determination may doom you to failure in the more vital and important battles of life. The men, in all lines of occupation, who have reached the pinnacles of fame and are in power are those who have surmounted every difficulty with a courage nothing could daunt. The men in low and servile positions are those who met with the same difficulties and discouragements, but lacked the courage to carry them to victory.

POSITION

Nothing is so important in beginning practice on this course as a good position. It will be necessary from the very beginning to break away from the unnatural and unhealthy position to which you have been accustomed in writing, and sit in a natural, easy and healthy position.

POSITION OF BODY

You should sit quite erect in the chair, facing the desk with the feet flat on the floor, and the body bending forward from



ILLUSTRATION No. 2. Showing proper hand position.

the hips. Keep the spinal column quite straight. Balance the body by resting a little more weight on the left arm than on the right. You might lean a very little toward the left in order to throw all the unnecessary weight off from the right arm. For the position of the body study illustration No. 1 very carefully. Have both arms on the desk. The right arm may extend over the edge of the desk about one inch at the elbow. The left hand should always be above the line of writing on the paper. The left hand is used for adjusting the paper and keeping it in the proper position. The position of the right arm is not changed. As you write toward the bottom of the page, keep moving the paper from the body in order that you may not need to change the position of the

right arm. Keep your eyes from twelve to eighteen inches from the paper. Do not stare at your writing. It will be difficult for you to keep in the proper position at first, but remember that your progress in muscular movement writing will depend upon a good position. Not only should you keep in a good position because you want to learn to write well, but because you cannot retain good health when you sit in an unnatural and unhealthy position for hours at a time. You will notice that the arms are on the desk at right angles to each other. Notice that the body does not lean against the desk, but is about two inches away.

Complete instructions, with reference to Materials, Movement, Position of the Paper, Hand and Fingers, will be given

in my February lesson.

Present Late This is a specimen of my best busi-ness writing at this time! Your Name.

PLATE 1. Make a copy of the above and file away for the purpose of future comparison.



PLATE 2.

On this copy you should endeavor to apply the instructions regarding movement. We shall call this the direct oval. Follow the direction of the arrow. Do not think too much about making perfect ovals, but try to use the correct movement regardless of form. Certainly, you cannot control the hand, but don't let this discourage you. Your first aim should be to develop movement. I shall give you exercise later to help you gain control of it.

Let the arm rest lightly on the desk. Make down strokes without shading. Don't leave this copy until you have

made at least eight or ten pages. A lot of work, of course, but I'm counting on your getting a good handwriting. Will

you pay the price?



PLATE 3.

If you develop a good, easy movement on these first exercises, your foundation is laid, and you can with certainty count on a fine handwriting at the end. But if you slight the movement work, practically all the succeeding copies will give you trouble. This is the indirect oval, and should be made two spaces high, the same as the direct. You might practice them three spaces high, also.



PLATE 4.

Now, I expect you to show a little control of the movement, by making the indirect oval exactly the same shape and on the same slant as the direct. Retrace each oval about eight times, making them alternately as in copy. You should make from one hundred and fifty to two hundred revolutions per minute.



PLATE 5.

This straight line exercise should be made without changing the position of the paper or turning the hand on the side. Make lines very close together, and have the turns at the top and bottom sharp, not round.

"COMPREDENCE COMPREDENCE COMPR

PLATE 6.

Practicing large exercises helps you to develop a movement and break up the habit of bending the fingers. The smaller exercises are designed to help you gain control of the hand. Retrace each oval in No. 6 eight or ten times, link them together, and in all of your work make the lines as light as possible. This is the secret of easy writing.



PLATE 7.

This is the reverse of No. 6, and should be made on the same slant. In order to develop a regular movement, you might count from I to 8 and make a down stroke for each count.



PLATE S.

With this copy, in addition to studying instructions, you should begin to study the form and size of every letter. The capitals are about three-fourths of a space high. The small letters about one-fourth. Nothing is as important in writing as eye training. The hand is a tool. The mind commands the hand to move, but the eye directs the motion. You should not only study your own writing, looking at every letter for mistakes, but study model forms. Writing that seems perfect to you now will look very imperfect after the eye has been trained to know and see perfect letters. I speak of this here because I want you to study carefully at least one-quarter as much time as you practice. In the beginning of your work, you are liable to put too much stress on form and forget the movement. Work them together. Shape the O like the oval. Note finishing stroke. In the second line, make the principles round at top, sharp at base.



PLATE 9.

Make the C and retrace oval around it. The beginning loop is the difficult part of this letter. It is the same shape as o, but larger. The finishing stroke ends about one-half height of letter. In the second line make the principles sharp at top, down strokes straight, with a *short* round turn at the base line. Go one-third distance across the page before lifting pen.



PLATE 10.

Begin the E with a dot. The center loop will give you trouble. Notice that it points in the direction of the base line. In finishing all these letters lift the pen from the paper while the hand is in motion. Join five small o's. Close every one at the top. If the movement cramps on the fifth one, relax the muscles more. Hold the penholder more loosely.

PLATE 11.

The capital A is nearly closed at the top. Finish with a slight curve to the right. Lift the pen quickly from the paper. Always close the small a at the top. Make the last down stroke straight. With this copy you finish Lesson I. Have you worked faithfully? Are you satisfied with your improvement thus far? If you have not yet received the February number of The Journal, suppose you review this lesson very carefully. I hope you are working for a Journal certificate. I shall be glad to help you all I can.. Send me some of your work. I will return it if you enclose postage.

DEPARTMENT OF BUSINESS PRACTICE

DRAFTS



HE correct treatment of drafts or bills of exchange may give you some trouble. At the same time you will find nothing in the study of bookkeeping more interesting. We are told that drafts were used by the Phenicians in their

great commercial activity many centuries before Christ. The Phenicians were continually extending their commerce along the shores of the Mediterranean, and as that sea, as in more recent times, was infested with pirates, it became necessary to adopt a substitute for the precious metals in making remittances and settlements between parties. Drafts thus came into use and have survived to this day, being one of the most common forms of commercial paper in the business world.

In considering this class of drafts, do not confuse them with the bank draft, which was discussed in a former paper. A bank draft, you will remember, is drawn by one bank upon another, while the draft which we are considering is drawn by one individual or firm upon another, the party upon whom the draft is drawn being indebted to the party drawing the draft. Your textbook has drilled you thoroughly on the two forms, sight and time drafts, and it is the purpose of this paper to discuss the use to which business men put drafts to-day. They are used mainly now as instruments for making collections. For instance, we will take the case of some shoe factory in New England. It has many customers in all parts of the country, therefore, many accounts falling due each day. If after sending a statement or two to those whose accounts are past due, the accounts remain unsettled, the firm will usually send courteous letters notifying the delinquents that if the accounts are not settled by a certain date drafts will be drawn for the respective amounts. These notifications are practically always sent in order to give the drawers ample time in which to prepare to take up the drafts or to advance any good reasons for asking to have the time of payment further extended.

After actually drawing the drafts, the firm will leave them at its bank for collection, and, of course, they are sent by the bank to the various places of payment. Sometimes the bank will credit the firm with the drafts at the time they are left, being assured of the financial soundness of the depositor. If any of the drafts are dishonored, the bank will simply charge them back to the depositor. In other cases, the party depositing the drafts will receive no credit for them until they are reported collected. Parties drawing drafts can, if they wish, leave the drafts with an Express Company, lawyer, or other collection agency, just as well as with a bank, and it is not uncommon for Express Companies to handle drafts for collection, but the most of such business is transacted by banks. Also, instead of leaving a draft at one's local bank for collection, it may be sent directly by the drawer to some bank or other collection agency at the place where the drawee lives, the collection or failure to collect being then reported to the drawer without the assistance of the local bank.

(To be continued.)

A simple trial balance is presented here, as well as inventories. Make statements of losses and gains, resources and liabilities, and then copy the accounts shown in the trial balance on some ledger paper and close them. It will give you good practice in handling inventories.

O. W. M'CARTNEY'S TRIAL BALANCE.

| O. W. McCartney | | \$7,500 |
|------------------------|-------------|-------------|
| Cash | \$1,396 14 | |
| Merchandise | 4,567 28 | |
| Real Estate | 2,000 | |
| Expense | 450 25 | |
| Furniture and Fixtures | 375 | |
| Accounts Receivable | 1,462 24 | |
| Bills Receivable | 800 | |
| Accounts Payable | | 2,047 54 |
| Bills Payable | | 1,500 |
| Interest | | 67 48 |
| Merchandise Discount | . 64 11 | |
| | \$11,115 02 | \$11,115 02 |

Inventories.

Aterchandise...... \$5,127.44

Real Estate Valued at Cost....

Expense . { Supplies on hand } 75.00 Insurance prepaid } 75.00

Furniture and Fixtures..... 300.00

Here are some questions pertaining to inventories which I think you will find interesting.

A pupil, a few days ago, told me that he couldn't understand why the inventory shouldn't be the difference between the debit and credit sides of the merchandise account, owing to the fact that this difference was the difference between merchandise bought and sold. What was wrong with his reasoning?

In making statements of losses and gains and resources and liabilities, and closing the books, is it possible for everything to prove, although the inventories may be wrong in amount?

In 1906 when your books were closed your merchandise inventory was \$3,000 too large, making your present worth too large by the same amount. No corrections were made. Suppose in 1907 your books are closed with the correct inventory. Will the books then show the same present worth that would have been shown had the mistake not been made in 1906?

"Very few men are worth wasting time on up to a certain point, and that point is soon reached with a fellow who doesn't show any signs of wanting to help."



LATES 35 and 36, which appeared in the December number, took up the capital letters O and C. This issue we continue the drill of the capitals. This series is known as the direct oval capitals. Nearly all of them constitute excellent movement drills in themselves.

This is the beginning of the new year. I wonder how many of the students who are following my course are resolved that before 1908 they will be known by all of their friends and business authorities as first-class penmen? I trust you all are thoroughly determined upon that point. You may rest assured that you will never be better penmen than you aspire to be. To one and all of these young men and women who are following my course of lessons, I extend you the greetings of the season, and to wish you the fullest realization of your desires to be good writers.

Here we have a very beautiful and important letter, namely, the capital E. In practicing the letter, while the upper part is somewhat smaller than the lower, the student should endeavor to get them about the same size. If he thinks of the difference in size, he is very likely to make the upper part too small. In line I the capital E is first made, and the oval is thrown around it ten times. Count 1-2-3, 1-2-3 for the capital E. It is difficult to join the capital E to a succeeding letter, but wherever possible this should be done. A good exercise to develop this power is to join the capital E to the small e.

The capital A is shown in two different ways in this plate, the first representing the second down stroke as quite ight. This is shown in the first three lines. The second way is found in the fourth line, where the down stroke straight. This is shown in the first three lines. The second way is found in the fourth line, where the down curved stroke. I think it a good plan to practice making it quite straight at first, in order to be able to place the down curved stroke close to the first up stroke. The count for the A is 1-2-3, 1-2-3. It is much easier to make this letter with the finishing stroke pointing downward than it is to have it pointing upward, as in line 3, but as the A can be joined to nearly all letters, it is very important to practice this turn on the base line. Join the capital A to the small a, making four groups to the page. At least five pages should be made of this line during the week. The word Annum is another key word in the practice of capitals, and the student should, during the year, make many pages of this word.

I have given the first sentence so far, "Aim to imitate your model." While you should strive to imitate, you must also strive to construct. It is as necessary for you to analyze your letters, taking them apart and putting them to-

gether, as it is to endeavor to make a perfect photograph of the letter.

カノタタ タタウ ラッシュ・ラッショ Daddd Daddd Ddddd Ddddd Ddddd emand Demand Demand Doyour best Do your best Do your best. Do not fail to see and correct allerrors

PLATE 40.

How many times do we write "Dear Sir" or "Dear Madam?" This one illustration must bring to the student's mind the importance of the capital D. It is one of the most frequently occurring capitals in business correspondence. You will notice that the major portion of the letter is like the capital O. It starts out with a down stroke almost straight, and then you have a loop made quite flat on the base line. After making this loop, keep it close to the base line, and then swing up and throw a line over the beginning point of the letter about as a cowboy would throw his lariat over a post. Count 1-2-3, 1-2-3 for the capital D. Make sixteen capitals to the line. I know of no better movement drill than to iting the three capital D. It have a beginning the straight and the capital D. It have the interest about as a cowboy would throw his lariat over

than to join the three capital D's in a group. They can be joined rapidly and easily.

When you write the line, "Do your best," I want you to ask the question, "Am I doing my best?" Another sentence I want you to take to heart is this, "Do not fail to see and correct all errors." Now, you cannot see errors unless you look for them. If you cannot find any errors in your work—if you do not know what is wrong about your lines—take

your work to your teacher and ask him to mark your faults in red ink.

in on on on on on on in in in in Mmmm Mmmm Mmmm Mmmm Mining Mining Mining Mining Mining Mining Mining Mining Mining Mining

We now begin the new series of capitals—those that are made on the indirect oval plan. The first one we shall consider is the capital M. The capital M is a very useful letter, not so much because it is used on envelopes in writing Mr. and Messes, but because of its excellence as a movement drill. To make the letter high and narrow is not so easy as it seems. As a preliminary drill, make one full page of the capital M movement exercise of the first line; then make a page of the second line. The third line is the capital letter by itself. Make fifteen to the line. Notice that the preliminary oval is the shape of the small o. In line 4 you will observe that the capital M is no wider than the small m. In the word "mining" you have the most valuable word for practice. Make several pages of this word, writing it five times to the line.

Moon Noon Noon Noon Noon Noon Noon Name Name Name Name Noon Noon Noon Name Name Name Name To a Mame New Merico New Merico New Merico M

PLATE 42.

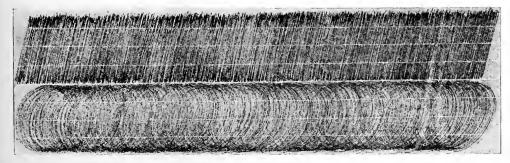
If you have been successful with the M you will have very little trouble with the N. Strive to keep it narrow. Review line 1, Plate 41, before taking up this letter. The words I have given are not difficult, and the student should make one page of each word.

William Milliam William Willia

PLATE 43.

Here we have a very beautiful letter—the capital W. Notice how graceful it is and how firmly it seems to stand by itself. Line I, if practiced for half an hour, will help you a great deal in getting the second part of the letter just right. Notice how the first stroke comes down to the base of the line and the second runs right back very close to it, just like two railroad tracks coming together, the thin one being on top of the other. This is true where the second part rests on the base line.

I hope all my students will get along nicely with this letter, for it is used a great deal. Notice that the second part is fully as high as the first. The words writing, William, Will and wedding suggest the evolution when the friend is writing to William. For the first few times, he is called William; after the writing continues for several months, as your writing should do, his name is abbreviated to "Will," and then the last word is usually the climax of the acquaintance.



FOUR-SPACED COMPACT OVAL MOVEMENT DRILL, BY E. J. PODOLAK, PUPIL OF I. W. PIERSON, CHICAGO, ILL.





In the last number I gave a pencil sketch of the above set of resolutions. The finished product is given in this issue. The original was 16x22. I shall be very glad to criticise the work of any one who sends in a reproduction of this piece of engrossing.

In the next number I shall resume my course of Initials suitable for illuminating purposes. Many very fine specimens have been received and criticised. All are invited to send their work to The JOURNAL office for this purpose.



RECENT JOURNAL VISITORS



C. MILLS, Script Specialist, Rochester, N. Y. Chas. T. Platt, Platt's Business School, Ho-

boken, N. J. F. E. Barbour, Merrill College, Stamford, Conn.

C. C. Wiggins, Drake School, Jersey City, N. J. M. P. Ropp, Heffley School, Brooklyn, N. Y.

Leon Levy, Commercial High School, Brooklyn, N. Y. W. A. Ross, Commercial High School, Brooklyn, N. Y.

F. H. Krantz, Upsala College, Kenilworth, N. J. Walter L. Cochran, Wood's Business School, New York.

R. G. Laird, Bentley & Laird, New York. G. W. Harman, Commercial High School, Brooklyn, N. Y.

W. E. Devoe, Eastman School, New York.

C. D. Clarkson, Drexel Institute, Philadelphia, Pa. D. B. Williams, Chicago, Ill.

Woodford D. Anderson, Washington Irving High School, New York City.

B. H. Spencer, Spencer's Business School, New York

C. G. Price, Packard School, New York.

H. W. Ellsworth, Ellsworth Publishing Company, New York.

L. L. Branthover, New York City.

A. F. Wallace, Newark Business College, Newark, N. J. W. L. Jackson, Drake Business College, Orange, N. J. Fred S. Field, Flushing, N. Y.

W. D. Anthony, Drake Business College, Orange, N. J.

S. E. Leslie, Eastman College, Poughkeepsie, N. Y. Chas. Dell, Drake Business College, Bayonne, N. J.

C. R. Healey and wife, Chicago, Ill.

G. H. Van Tuyl, Packard School, New York.

H. N. Kelley, Drake Business College, Bayonne, N. J.

Harry F. Homer, C. Howard Hunt Pen Company, Camden, N. J.

Wm. L. Nolan, A. N. Palmer Company, New York. C. H. Frederick, Eagan School, Weehawken, N. J.

F. R. Hanna, Success Shorthand School, New York City.

MOVEMENTS OF THE TEACHERS



C. AHLERS, formerly of Heald-Chestnutwood Business College, Santa Cruz, Cal., is now in charge of the Heald's Business College, Reno. Nev. J. C. Hyland is looking after the commercial department of this school. R. E. Leaf suc-

ceeded Mr. Ahlers at the Santa Cruz, Cal., school.

Miss Alice Stone, a student of the Warriner Business College, Sioux City, Iowa, of which W. A. Warriner is president, is now teaching shorthand at the Gaydou Business College, Blair, Neb.

F. Stanley Powles, principal of the department of mathematics and English, of the Spencerian Business College, Milwaukee, Wis., left last April for a rest from active labor in the teaching profession. Mr. Powles is now back in the harness again at the Spencerian, and in addition to the work in mathematics and English, he also has classes in commercial law.

W. G. Thompson, of Albany, N. Y., is the new assistant commercial teacher in the Boys' High School, Reading, Pa, L. C. Horton, of the Horton-Large School, Trenton, N. J., has sold his interest in that school, and is looking for a good

opportunity elsewhere.

enough of The Journal to enroll their own names on the Professional List, at \$1 a year.

J. P. Culbertson, a graduate of the School of Commerce, of Albion, Mich., College, and for some years at the head of the commercial work in the Ashland, Ky., High School, has just been appointed chief clerk to the State Superintendent of Education for Kentucky. The Ashland school officials have been busily hunting for a good man to follow Mr. Culbertson.

J. C. Logan, who engaged to teach in the Brockton, Mass., Business University this year, was compelled to give up his work because of the sudden death of his sister-in-law and the consequent breakdown of his wife's mother. He is now in Ottawa, Ont., doing some work in the university and some private tutoring.

Miss Lena McCartney, recently teaching Gregg shorthand in the Drake Business College, Jersev City, N. J., is now with the Interstate College, New Hampton, Iowa.

Miss Flora Richardson is a new Gregg teacher in the Lowell, Mass., Commercial College.

W. A. Arnold, last year, and for several years previously, at the head of the commercial department of the Lead, South Dakota, High School, is now private secretary to Dr. F. R. Lane, director of the Jacob Tome Institute, Port Deposit, Md.

P. M. Bridges, of Dallas, Tex., is now connected with the Alamo City Commercial and Business College, San Antonio,

G. W. O'Brien, late of Child's Business College, Providence, R. I., is now located at Baldwinsville, N. Y.

J. F. Bowers goes from Roanoke, La., to McPherson, Kans.

R. H. Wallin, of Kansas City, began teaching in Mills Institute, Honolulu, in November, the school having had great difficulty in getting a satisfactory teacher who cared to undertake the trip to this present-day Garden of Eden.

D. A. Reagh, for some years proprietor of the Owosso, Mich., Business College, has sold his school, and has accepted a position with the MacCormac School, Chicago, where he will have charge of the commercial department.

Miss Louise Anderson is a new teacher in the Spencerian Business College, Milwaukee, Wis.

G. T. Wiswell, of the Bradford, Pa., Business College, has sold his interest in that school to his partner, O. E. Beach. Mr. Wiswell will take a salaried position January 1.

Miss Beatty, Miss McDonald and Mr. Carter are the new additions to the staff of the Central Business College, Torente. Ont.

Claude Ferguson, a public school teacher of some years' experience and a graduate of the Central Business College, Toronto, Ont., has accepted a position as teacher in the commercial department of the Canada Business College, Hamilton, Ont., R. E. Gallagher, principal.

F. G. Garbutt, who for a number of years was commercial master in the Central Business College, Toronto, is now principal of the Calgary, Alta., Business College, Mr. Garbutt holds intermediate standing in the Chartered Accountants of Ontario.

A. H. Dixon, recently with Wood's School, Brooklyn, N. Y., has engaged with Heald's Associated College, Fresno, Cal.

Geo. H. Walks, of Wood's School, Brooklyn, N. Y., is now connected with Lockvear's Business College, Evansville, Ind., at an increase in salary.

S. M. Copeland, of the Georgia Normal College and Business Institute, Abbeville, Ga., has accepted a position with the Waycross, Ga., Business College.

R. H. Webber, of the School of Commerce, Reading, Pa., is the new teacher in the Herpel & Perkins Business College, St. Louis, Mo.

R. E. Seay, of Fountain Run, Ky., has engaged with the San Angelo, Tex., Business College.

Miss Louise Anderson, of Big Rapids, Mich., has charge of the typewriting department in the Spencerian Business College, Milwaukee, Wis.

Peter Edwards is now at the head of the commercial department of the Dickson, Tenn., Normal. Mr. Edwards was principal of the High School at Poplarville, Miss., last year.

M. D. Ailes, of Springfield, Ohio, has accepted a position with the Actual Business University and Normal Training School, Fremont, Ohio.

L. L. Branthover, for a number of years the right-hand man of J. F. Fish, of the Northwestern Business College, Chicago, but more recently engaged in expert accounting in New York City, has accepted a position as head of the commercial department of the Rutherford, N. J., High School.

New teachers at the Westerleigh Institute, Staten Island, N. Y., are Charles F. Zulauf, in charge of the commercial department, and Miss Florence M. Hagely, at the head of the shorthand department. Miss Hagely succeeds Miss Josephine E. Bryan, who has accepted a position at the Brooklyn, N. Y., Business Institute.

NEWS OF THE PROFESSION



HE Skeels Company, manufacturers and inventors of the Skeels Penholder, Detroit, Mich." So reads a new letterhead which comes to The Jour-NAL office under date of December 3. The wellknown penman, A. D. Skeels, is the man behind

the enterprise. Mr. Skeels has designed a penholder which is unique, and, from what we have learned, is heartily endorsed by many of our leading professional penmen. Mr. Skeels had one of his penholders in our office a number of years ago, and we were at that time very favorably impressed with it.

On December 9, R. N. Marrs, the professional teacher of penmanship, returned from a year's work in England. He is back for a thirty days' vacation and will return to Europe about the middle of January. Mr. Marrs is more than enthusiastic over the prospects abroad. He has succeeded in interesting the educational authorities over there in American methods of teaching writing, and confidently expects to be busily engaged in the work there for a great many months. English methods, both educational and business, differ very greatly from American, and no one is in a better position to appreciate this than is Mr. Marrs, after spending fifteen years in traveling about the United States, working in all of the large cities east of the Rocky Mountains. He is securing the same successful results abroad that made his work famous here.

On February 6, Mr. and Mrs. H. T. Loomis, of Cleveland. Ohio, leave for a three months' Mediterranean cruise. Mr. Loomis is president and manager of the Practical Text Book Company. He and his wife have for a number of years taken their annual trips. They have visited practically all of the countries in the Western hemisphere, and this pilgrimage to Egypt and other oriental sections should be the most interesting trip they have ever made. It is their plan to make a trip across Europe and return by the way of England. The Journal bespeaks for them a happy and successful voyage.

Under date of November 30, D. L. Musselman, Jr., secretary of the Gem City Business College, Quincy, Ill., writes as follows: "We have recently sent in possibly the largest order for typewriters which has ever been sent in for use in a single school. We have placed our order for seventy-two Remington typewriters to be delivered during the early part of December." As will be seen in a paragraph quoted in another part of this issue, this pioneer institution is enjoying a season of unprecedented prosperity.

"School Life," published by the World's Events Publishing Company, Dayton, Ohio, in the October issue, contains an article by A. H. Steadman, supervisor of writing, Cincinnati, Ohio, on "How to Teach Penmanship." The article is writ-

ten in his usually clear and forcible manner.

From the Baltimore News, of November 13, we learn that Governor Robert B. Glenn, of North Carolina, delivered an address to the students of the the Baltimore Business College, presided over by President E. H. Norman, Governor Warfield, of Maryland, also delivered an address on the same occasion. The Governor of North Carolina stated that a public school is built in his State for every day in the year, and that during 1907 more than five hundred would be built.

A. J. Park, principal of the Woonsocket, R. I., Commercial School, in a recent letter, states that he has the largest school this year that he has ever had. The registration up to the present time is within very little of being as high as it was

for the whole of last year.

J. W. Lester, manager of the Bluffton, Ind., Business College, under date of November 1, writes us as follows: "We are preparing to move next week into the second story of the Grand Opera House, a building recently erected at a large expenditure and arranged especially for the Elk's lodge. It is elegantly furnished and has all modern improvements. We are pleased with the outlook."



for a good year.

ESSRS, TJARNELL & FOOTE, proprietors of the Holyoke, Mass, Business Institute 1 chased the Lucas Shorthand School, of Greenfield, Mass., formerly conducted by T. A. Lucas. The school will be known hereafter as the

Greenfield Commercial School. We wish these enterprising school men success in their new location.

S. A. Drake, for several years in the school business at Lafayette, Ind., and who sold his school to the Indiana College Company, engaged with the Davis Business School, Eric, Pa., two years ago. Mr. Drake has now purchased this school from W. O. Davis, principal. The prospects are very bright



A Writing Class in the Rochester, N. Y., Business Institute, Presided Over by E. C. Mills and Five Assistants, Including F. G. Nichols, R. O. Cook, B. Van Wie, John H. Gray and Lloyd Stewart.

The Rochester, N. Y., Business Institute continues to do some full-page advertising in the local newspapers of that city. The Democrat and Chronicle for December 4 contains one of these advertisements. Such advertising as this is bound to pay, providing school owners have the patience, imagination and perseverance to continue it. On this page are shown four large cuts—the first, the building in which the school is located; the second, a view in the banking and office practice department; the third, the typewriting class showing one hundred and two machines, and the fourth, a class in penmanship presided over by E. C. Mills, the latter cut appearing in this issue of The Journal.

In every community there are hundreds and thousands of people who should be interested in business education. It is absolutely impossible for the local school to obtain their names and addresses. The only recourse open, therefore, is by liberal use of the daily press.

OBITUARY

Frank G. Fowler.

At his home in Mt. Vernon, N. Y., on November 13, occurred the death of Frank G. Fowler, one of the oldest shorthand reporters in America. For more than fifty years he had been actively engaged in reporting. He was equally as well known as a naval inventor. During his lifetime he had placed two governments under obligations to him—the Brazilian government and the United States. His greatest work in this line consisted in originating steering devices for torpedo boats.

Mr. Fowler was a member of the Society of the Sons of the American Revolution, and also a member of the order of Free and Accepted Masons.

The profession of shorthand has lost an ardent and untiring worker, and all patriotic citizens a worthy brother.

II'. II'. Il'inner.



N November 25, 1907, in Newark, N. J., occurred the death of William Wilberforce Winner, for more than a quarter of a century actively engaged in the field of business education. He was the owner and founder of the Newark, N.

J., Business College. The funeral services were held at his home on Thanksgiving afternoon.

The profession loses one of its very best members, a man whose ideals, personal and professional, were of the highest—so high, indeed, that he paid the highest price humanity can pay: he gave his life as a sacrifice in the effort to maintain his ideal of a high-grade commercial school, an ideal that called for an almost incredible amount of detail work. The cause needs scores of men of Mr. Win-



ner's lofty conception of worthy work and of high personal integrity.

BIRTHS

S. C. Bedinger, of Hill's Business College, Sedalia, Mo., sends us a card dated November 4th, announcing the arrival of Melbourne Clay Bedinger.

We quote the following from a letter received from S. D., Holt, Philadelphia, Pa., dated November 30th: "October 31st we had a Hallowe'en present, a little girl, Helen Wilson Holt."

THE JOURNAL extends heartiest congratulations to these happy parents.

SCHOOL MANAGER'S DEPARTMENT

CHAMPIONING THE "GET-TOGETHER" POLICY

This department stands for the safe and sane management and control of the private husiness school Interests of America. Here every school owner may express his views to the fullest extent.

SOME POINTS IN CONDUCTING A BUSINESS SCHOOL IN A TOWN OF TWENTY THOUSAND INHABITANTS

By A. F. HARVEY, WATERLOO, IOWA.

Employment of Teachers



NE of the difficult questions confronting private school managers, especially those in the smaller towns, is the employment of satisfactory teachers. There are many things which combine to make this a difficult problem. Few business

college students have a sufficient general education to ever make good teachers. Few Normal School graduates, or college graduates have also a business training. Of those who have a sufficient preparation, both general and special, many have no teaching ability. This cuts down the number of eligibles.

The great demand of the commercial world for young people prepared to do the work of the modern business office is so great; salaries paid, so high; inducements offered, such; that many eligible teachers prefer to take up this line of work. From the scanty number who remain, the private business schools are to be supplied with teachers, if they are to employ teachers trained as they should be. This is an impossibility, and many have to be employed who have not as good a preparation as they should have. Some move should be made at once to increase the number of eligible teachers of business branches. This subject will be considered at the coming meeting of the National Private Commercial School Manager's Association at Pittsburg.

I am pleased to say that already arrangements are being made by the president and board of trustees of the State Normal school of Iowa to add to its curriculum a regular course, covering from two to four years for commercial and shorthand teachers. This course is to include training, not only in the ordinary business branches, but also work in pedagogy, literature, economics, history, and such other branches as may be found necessary to thoroughly fit teachers for work in this special line. It is not the purpose of President Seerley, nor of the trustees, to prepare stenographers and bookkeepers for office work, and this course will in no way conflict with the work of the private business school, but will be a great help thereto in furnishing well trained teachers. Gradnates of accredited business colleges will be admitted to this course and credit allowed for work already done.

The proprietor, who would place in his school superior teachers, must first of all be a teacher himself; must be able to recognize a good teacher, and must be willing to pay salaries sufficient to hold such teachers in his school. If the private school is to succeed it must do better work and more practical work, than is done in the free public school. In order to do this, better teachers must be employed. The success or failure of the private school depends largely upon * the kind of teachers employed, and the man who seeks to save by cutting down the teachers' wages or employing cheaper teachers is the one who is likely to fail.

To say the least, it is inconsistent for a business college to claim to place its graduates in positions, paying from fifty to one hundred dollars a month, when its teachers receive thirty-five to forty dollars a month. "A fountain cannot rise above its head." So, the grade of graduates turned out by the private schools will probably not be greatly superior to the grade of teachers employed in the same school.

THE GET-TOGETHER POLICY EXTENDING

The Get-Together Policy can be applied to state work just as well as to the private business school interests in large cities. This can be done most effectively through the medium of state organizations. Several of the states now have their private business school associations. We learn that there is a movement on foot to form an organization of this kind in Kentucky. Several other southern states are also considering the matter.

SUMMER CHAUTAUOUA

The Summer Chautaugua idea is rapidly spreading throughout the country. There is a movement on foot for the Private Commercial School Managers' Association to hold a central or parent association and then divide the country up into five or six different sections, each section having its own Chautauqua. This is a movement in the right direction and if supported by the private commercial school fraternity will do the cause of commercial education great good.

WHAT PUSH WILL DO



ENTION was recently made in The Journal regarding the sale of the old Spencerian Busiregarding the sale of the old Spencerian Business College, Washington, D. C., to J. F. Draughon, the founder of Draughon's Chain of Colleges throughout the South. This last purchase brought the number of his schools up to a total of

While there are and have been numerous chains of schools, we know of none, save possibly the old Bryant and Stratton chain of fifty years ago, which contained so many links as does this, the latest to attract our attention. School

owners will be interested in knowing what manner of man is back of this big enterprise.

We quote the following from a newspaper sketch which gives in condensed form the biography of this man, who now, at the age of forty-five, is at the head of schools in seventeen States and doing an annual business of \$300,000.

"At the age of thirteen he carried a gallon of buttermilk two miles every day to pay for his tuition.

"At the age of fifteen he began to manage a farm of one hundred and fifteen acres to support a widowed mother and seven children, he being the second child and the eldest

"At the age of twenty he milked five cows and did other work to pay for his board while attending a village school.

"At the age of twenty-six he advertised for students in bookkeeping, stating that he would organize and begin teaching such a class in Clarksville, Tenn., on a certain day. Two nights before the day designated a four-inch sleet caught him in the country five miles from a railroad and thirty miles from Clarksville. But with 'PUSH' as his watchword, he scorned



J. F. DRAUGHON.

impossibilities and resorted to expedient. By driving nails in the bottoms of his boots, he accomplished what would have been impossible otherwise; he, with grip in hand, walked five miles on ice to the nearest railway station, Springfield, where he caught the train for Clarksville, meeting promptly his candidates for business success.

"At the age of twenty-seven he made an arrangement with the Springfield National Bank whereby he was allowed to work in the bank for several months without pay in order to get some practical knowledge of the banking business.

"At the age of twenty-eight, with

\$60 capital, he opened a business college in a Texas city, expecting to remain there permanently.

"At the age of thirty he resolved to establish a school in a city having a national reputation as an educational center; but having exhausted his income in building up his Western school, which had seventy-five students in daily attendance, he was compelled to borrow \$1,000, which he secured from the People's National Bank of Springfield. He immediately opened a business college in Nashville, refusing \$10,000 bonus offered him by the capital city of a Western State if he would

locate his school in that city permanently.

"After moving to Nashville, purchasing furniture for his school, paying one month's rent, each, on college halls and residence and exchanging a piano to the McQuiddy Printing Company for printing a catalogue, he had left only about \$50 of the \$1,000 he borrowed, to say nothing of the fact that about \$1,000 expense money was required in giving students tuition until they completed their courses for which they had paid in advance in his Western school, which was to be discontinued."



Pitman's Insurance Phrase Book is an adaptation of Pitman's Shorthand to the requirements of Life, Fire, Marine and Boiler Insurance, Business and Correspondence. Published by Isaac Pitman & Sons, 31 Union Square, New York City. Price 20c. a copy.

This little volume, uniform with the other phrase books issued by this house, consists of twenty pages of very practical phrases. It should be a very valuable booklet for the practicer of Isaac Pitman shorthand writing.

Lessons in Penmanship, for Business, High, Normal and Grammar Schools. By C. E. Doner. Published by Zaner & Bloser Company, Columbus, Ohio. Price 40c.

This compendium comes from the hand of one who is not only a master penman, but a superior teacher. The author has developed his subject in a thoroughly scientific and pedagogical manner. We can do no better than to quote from the introduction as to the purpose of the lessons. "The permanship lesson represents a small part of the writing that the pupil is required to do. Therefore, when the permanship lesson is taught, it should bear as directly as possible upon the other written subjects that the pupil is learning, such as language, spelling, bookkeeping, etc." Illustrations showing proper position, etc., are given, and much attention is devoted to movement exercises. The advantages of having written copies on the desk are obvious to any practical teacher. A compendium of this kind should be of great service to the learner.

New York State Society of Certified Public Accountants. 1907 Year Book. Contains the Officers, Members and Committees, By-Laws, C. P. A. Law of New York, Addresses at Tenth Annual Banquet, etc.

This little volume of forty pages contains a great deal of interesting material for the Certified Public Accountant. The constitution and by-laws are given in full.

Tuberculosis as a Discase of the Masses and How to Combat It. Prize essay by S. A. Knopf, M. D. Published by Fred P. Flori, 514 East Eighty-second street, New York City.

It is claimed by competent authorities that the great white plague will come to an end by another generation. If such be the case, and let us hope that it will, such information as is contained in this little volume will be one of the strongest factors in bringing about the result.

Ropp's New Commercial Calculator. Published by C. Ropp & Sons, Chicago, Ill.

This volume has proved indispensable to all business calculators and computers for the last forty years. A large desk copy will be sent from the office of The Journal upon receipt of \$1.00.

Method in Teaching Writing. By M. E. Bennett, Supervisor, Braddock (Pa.) Public Schools.

Mr. Bennett is a man of original ideas. This he shows in his "Method in Teaching Writing." This book is not only very original, but his new ideas have been result-producing. This illustrated treatise gives full information regarding his methods and should be in the hands of all teachers of handwriting. The illustrations showing the development of letters are very interesting and practical. Accompanying the chart, which consists of seventeen plates with complete instructions, are six pages of instructions and manuscript forming a field with good thought food for the ambitious teacher.

Barnes' Brief Course in Benn Pitman Shorthand, by Mrs. Arthur J. Barnes, author of Barnes' Shorthand Manual, Shorthand for High Schools, Shorthand Lessons, Business Letters in Shorthand, Barnes' Series of Shorthand Readers, Barnes' Typewriting Instructors. Published by the Arthur J. Barnes Publishing Company, St. Louis, 1907.

The author of this volume, 172 pages, has placed short-hand within the comprehension of the student, in either the public or private school, in a way that will win the praise of the thoughtful teacher of the subject. The author in her preface states that in 1885 an advanced step was taken in the presentation of the art, in that "all philosophy and unnecessary theory were cast aside, and the essentials of shorthand were presented in plain, simple language. The vowels were grouped according to place instead of length, and a memory sentence given for each group. Position was introduced immediately

after the exposition of the vowels. The reporting style, 'Finality of outline,' as it has been aptly termed, was taught from the first." Another advanced step was taken in 1888, again in 1803, and finally, to our mind, the most important innovation was the adoption of the sentence method in teaching the art.

The volume on our desk is handsomely printed in brown and silver; the engraving strikes one as being very clear and strong. Among the new features which appear in the "Brief Course" for the first time are: Practice exercises arranged with the idea of forming a constant review throughout the book; special review lessons at intervals; review questions at the end of each lesson; word signs frequently reviewed; special word sign review and speed drill; five exercises, 100 words each. The word signs in these exercises are not thrown out of position by phrasing, yet no words are written separately which should be phrased. Some of the retained features are: Sentence method: second place vowels taught first; words and sentences in the first lesson; position writing from the beginning; well graded and simple explanations; word signs introduced early; halving principle introduced early; finality of outline. Nothing learned that has to be unlearned.

Each lesson begins at the top of the page. Full face type is used to great advantage. Each lesson not only contains sentences, but a sufficient list of words for writing to give the pupil the necessary drill to impress each principle upon his mind. The review questions at the end of each lesson are valuable. Many shorthand writers fail to appreciate the decided advantage in requiring pupils to define phonographic principles and explain their outlines just as they would define a rule in arithmetic and explain the problem,

Pitman's Commercial Correspondence in Spanish, by R. D. Monteverde, B. A. Published by Isaac Pitman & Sons, 31 Union Square, New York City. Price \$1.00.

The increasing importance of a study of the Spanish language has induced the publishers to issue an edition of their successful work, "Commercial Correspondence" (already published in English, French and German), in that language, The work gives all the letters contained in the other editions, and there is, in addition, a full account of the Spanish weights and measures and the Spanish coinage. Facsimiles of all important business forms and documents in Spanish are an important feature of the work. The map of Spain has all the names of towns, rivers, etc., in Spanish. A very complete appendix of commercial idioms adds to the value of the work. The business schools teaching the Spanish language will find this book of great help.

Two new texts are announced by Powers and Lyons, Chicago, Ill., for this month. "Stenographic Business Practice" (with business papers and forms), by Frank C. Spalding, offers training in office routine for advanced students of stenography that is the stenographic equivalent of the "office practice" now so popular in bookkeeping departments.

"Rapid Calculation," by C. E. Birch, is an excellent series of one hundred and twenty-four practical drills on this subject, covering calculations from the simplest practice in the processes of addition, subtraction, multiplication and division, to interest and practical bookkeeping and business calculations.

Both of these texts are timely, and will reinforce what are generally conceded to be the "weak spots" in most commercial courses.

"Your Journal is doing a good work and I have found it helpful in my school work." C. S. Auble, New London, Ind.



ANDSOMELY bound and very neatly gotten up catalogues have been received from the following schools: Central Business College, Toronto, Ont.; Howard Payne College, Brownwood, Tex.; Blair Business College, Spokane, Wash.; Hud-

son, La., Training School; Miner's Business Academy, Brooklyn, N. Y.; Butcher's Business College, Beaver Falls, Pa.; Joplin, Mo., Business College; Dover, N. H., Business College; Merrill Colleges, Stamford, Conn., South Norwalk, Conn., Port Chester, N. Y.; Kenosha, Wis., College of Commerce; Pendleton, Ore., Business College; Bluffton, Ind., Business College; Columbia, Mo., Normal and Business College; Wisconsin Business College, Manitowoc, Racine, Kenosha, Wis.; St. Catharines, Ont., Business College; Ferris Institute, Big Rapids, Mich.; Warriner Business College, Sioux City, Ia.; Morgan's Business College, Waterville, Me.; Jackson, Mich., Business University; Modern Commercial School, Brockton, Mass.; Illinois Business College, Springfield, Ill.; Wilson's Business College, Bellingham, Wash.; Kewanee, Ill., Business College; Peirce School, Philadelphia, Pa.; Juinata College, Huntingdon, Pa.; Worcester, Mass., School of Commerce; Duff's College, Pittsburg, Pa.; Carlisle, Pa., Commercial College; Bliss Business College, North Adams, Mass.; Rogers & Allen School, Fall River, Mass.; Maple City Business School, Hornell, N. Y.; Spalding's Commercial College, Kansas City, Mo.; Wilmington, Del., Business School; Goldey College, Wilmington, Del.; Haverhill, Mass., Business College: State Business College, Tacoma, Wash.: San Francisco, Cal., Business College; Worcester, Mass., Business Institute; Gem City Business College, Quincy, Ill.; King's Business College, Raleigh, N. C.; School of Commerce and Finance, Picton, Ont.; Rowe College, Kalamazoo, Mich.; Greer Business College, Braddock, Pa.; Dickinson, N. D., Business College.

Booklets and other advertising matter come from Williss Business University, Springfield, Ohio; Sheldon School, Chicago, Ill.; Estherville, Ia., Business College; Morse Business College, Hartford, Conn.; Stonewall, Ind. Ter., Commercial School; Baltimore, Md., Business College; Haverhill, Mass., Business College; Bluffton, Ind., Business College; School of Commerce, Cincinnati, Ohio: Watson's Business College, Chicago, Ill.: Kennedy's Business School, Rushville and Macomb, Ill.; Williams's Correspondence School of Penmanship, Omaha, Neb.; Scranton, Pa., Business College; Dick's Evening School, Brooklyn, N. Y.; Business System's Commercial School, Toronto, Can.; Howard Payne College, Brownwood, Tex.; Clark Business College, Philadelphia and Coatesville, Pa.; West Texas Business College, Abilene, Tex.; Butler, Pa., Business College; Jones's Business College, Chicago, Ill.; Frederick City Business College, Frederick City, Md.; Ionia, Mich., Business College; Williams's Actual Business College, Allegheny, Pa.; W. E. Dennis, Brooklyn, N. Y.; Capital City Commercial College, Des Moines, Ia.; New Albany, Ind., Business College; Waynesboro, Pa., Business College; Sherwin Cody, Chicago, Ill.; Ferguson Colleges, Columbus and Waycross, Ga.; Caton Business College, Minneapolis, Minn.; Commonwealth School, Boston, Mass.; B. D. Berry & Co., Chicago, Ill.; Martin School, Boston, Mass.; Specialists' Educational Bureau, St. Louis, Mo.; Kinsley Studio, New York; Allentown, Pa., Business College; Bradford, Pa., Business College: Brazil, Ind., Business University: Packard Commercial School, New York City; Whitmore's Business College, St. Joseph, Mo.; The Business Institute, Detroit, Mich.; Lain Business College, Indianapolis, Ind.; Greenfield, Mass., Commercial School; Metropolitan Commercial College, East St. Louis, Ill.; Brown's Business College, Bridgeport, Conn.; Utica N. Y., School of Commerce.



MEETING OF THE INDIANA BUSINESS COLLEGE ASSOCIATION

Indianapolis, Ind., November 8-9, 1907.



HE first session of the meeting of the Commercial Teachers of Indiana was held in the parlors of the Hotel English, according to the programme that was outlined by the Executive Committee.

The first subject was to be a "Round Table Talk," by the various members of the convention on subjects pertaining to commercial college management.

The question whether a business college is an educational institution or purely a business house was thoroughly discussed.

The convention had a banquet at the rooms of the Commercial Club, where James Bingham, the Attorney General of Indiana, gave an address, in which he gave many interesting phases of business life in the career of young people from the time they leave the common schools. He said in part:

"When the different educational institutions have completed their work, the young men and women emerge from them with trained and disciplined minds, and enter your schools for their final, practical instructions in business methods.

"It is for you to teach these young men and women that there is no royal road to success; that it is only achieved by dint of hard work and perseverance; to teach them that there is no joy in mediocrity, but that they must, as near as possible, approach perfection, and that love and labor are barren without a summit toward which to climb."

Charles Williams, principal of the Indianapolis School of Expression, gave several very entertaining selections, which were appreciated by every one who heard them.

Saturday sessions were held at the Central Business Col-

The first subject on the programme was "Spelling and Spelling Reform," by Carl C. Marshall, of Cedar Rapids, Iowa.

He declared that our present system of spelling needs no reform, and was strong in his assertions that we cannot make over things so important as the system of putting letters together to make up our language. He also declared that it is an impossibility to make spelling phonetic, in spite of the assertions of President Roosevelt, Brander Matthews and Andrew Carnegie.

The remainder of the morning session was occupied largely in discussions by the people. Some of the members said that our present system of spelling is badly in need of reformation. This is an age of reform, and the spelling we are now using is badly in need of improvement. Language is natural and not artificial. The human animal is a language animal. It takes time to reform our method of spelling. Three words may be reformed at one time, but not three hundred. More dictionaries should be used in our business colleges, and fewer typewriters. The root of a word is the key to spelling. The final letter is doubled in adding a suffix when a root word begins with the same letter, was the dis-

covery of Mr. Marshall. There is a reason for the spelling of each word in the English language.

Entrance examinations for business college courses was also a subject that was discussed, and it was maintained that a pupil should at least have finished the eighth grade in the public schools, or two years in high school, which would be far better, and a business college course should be lengthened to two years. From a business viewpoint it was held that the position feature that is so many times held up before the prospective student is important to the business college, as every student has a definite purpose in view in taking a business education.

The name Indiana Business College Association was changed to Commercial Teachers' Association of Indiana. This was suggested by the members of the Indiana Business College Company, whose name was similar, so there may be no objection by any commercial teacher in the State, and all may feel free to attend all the sessions.

The new officers that were selected are as follows:

S. H. East, president, Indianapolis.

C. C. Thompson, vice president, Marion.

Albert Jones, secretary and treasurer, Richmond.

The Executive Committee for the next year was also appointed by the new president, as follows: E. J. Heeb, Laura A. Sanderson, Hervey D. Vories and J. D. Brunner, all of Indianapolis, Indiana.

It was decided to have the next meeting in May, in Indianapolis, at the call of the Executive Committee.

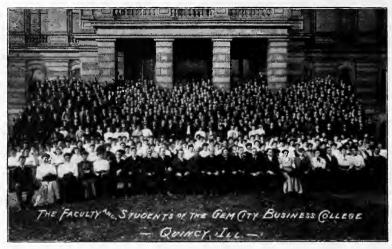
I. D. BRUNNER.

WISCONSIN STATE ASSOCIATION

The Wisconsin Commercial Educators Association met in annual session in Oshkosh last month. The association was divided into two separate departments—one for the proprietors and managers, and the other for the instructors. Among the interesting topics discussed were: "The Ups and Downs of Business Colleges in the Early Days of Wiconsin," R. C. Spencer, Milwaukee, and W. W. Daggett, Oshkosh; "A Uniform System of Examinations," was brought up by the report of a special committee, of which R. W. Nickerson, of Appleton, was chairman; "Professional and Unprofessional Advertising," F. F. Showers, Stevens Point; "The Employment of Solicitors," John Bushey, of Appleton; "Should We Guarantee Positions?" R. H. Boyd, of Fond du Lac; "Penmanship in the Public Schools," R. C. Spencer, Milwaukee; "Bookkeeping," E. F. Quintal, Green Bay, Wis.; "Touch Typewriting," R. E. Turner, Milwaukee.

This department in our next issue will contain a condensed report of the National Commercial Teachers' Federation convening in Pittsburg the last week of the year 1907. Every department will be reported by a competent writer.

"I like The Journal and advocate its use as an educator." Harold W. West, Rider-Moore & Stewart School, Trenton, N. I.



THE STUDENT BODY OF THE GEM CITY BUSINESS COLLEGE, QUINCY, ILLINOIS. THIS INSTITUTION THIS YEAR IS FILLED TO OVERFLOWING.

PROGRAM OF THE NEW ENGLAND ASSOCIATION OF PENMANSHIP SUPERVISORS

Saturday, January 11th, 1908. 100 Boylston St., Room 1021, Boston, Mass.

10.30 The Special Supervisor and His Work.

F. H. Beede, Supt. of Schools, New Haven, Conn. 11.15 Writing from the Business Man's Standpoint.

Geo. E. Brock, Pres. Home Savings Bank, Boston, Mass.

2.00 Position and Penholding.

F. W. Martin, Boston, Mass.

2.40 Round Table.

- (a) How to Improve the Grade Teachers' Handwriting. H. W. Shaylor, Portland, Me.
- (b) Use of Muscular Movement below the Fifth Grade. C. E. Doner, Beverly, Mass.

(c) Use of Counting.
D. W. Hoff, Lawrence, Mass.

3.40 Business and Election of Officers.

Harry Houston, New Haven, Conn., President.

Miss Eva Louise Miller, West Springfield, Mass., Secretary.

MEETING OF THE NEW YORK STATE TEACHERS' ASSOCIATION, SYRACUSE, N.Y., DEC. 27-28, 1907

Commercial Teachers' Section

F. G. Nichols, Chairman. Henry Denham, Secretary. Meeting at High School Building,

Friday, Dec. 27, 1907, at 2:15 P. M.

- 1. Necessary equipment for a High School Commercial De-
 - M. H. Bigelow, Principal Com'l. Dept. Utica High School, Utica, N. Y.

2. Teaching of Penmanship,

- E. C. Mills, Expert Penman, Author and head of Penmanship Dept. of the Rochester Business Institute, Rochester, N. Y.
- 3. Bookkeeping in a High School Commercial Course, W. H. Covert, Head of Commercial Dept. Business High School, Syracuse, N. Y.

- 4. General Discussion of Shorthand and Typewriting in a
 - High School Commercial Department.

 To be led by W. B. Curtis, Prin. Com'l Dept. High School Dunkirk, N. Y.
- 5. History of Commerce in the High School Course, W. H. Weick, Prin. Com'l Dept High W. H. Weick, Prin. Com'l Dept. High School, Schenectady, N. Y.

Each of these papers will be followed by general discussion in which all will be given opportunity to take part. Come prepared to contribute to the success of the meeting.

Business Meeting for election of officers.

Saturday, Dec. 28, 1907, at 9 A. M.

General meeting under the auspices of the N. Y. S. T. A. to discuss Commercial Education.

INVITATIONS RECEIVED

You are cordially invited to attend the seventh annual reunion and banquet to be given by the present and former students of Brown's Business College, Thursday evening, November 21, 1907, at the Second Congregational Church, Rockford, III.

You are invited to the "Brownie" reunion Friday evening, November 15, at Browne's Business College, St. Louis, Mo., at eight P. M.

C. B. Munson, of the Brazil, Ind., Business University, writes us on November 29 as follows: "Have by far the largest school we have ever had, and are doing the best work ever done. Last year we had one student from one of the best families in the county, and this year we have three from the same family. This same thing occurred last year in another family. We are proud of this record."

"I find The Journal is a great help to the teacher, not only in supplying fresh copies of model business writing, but it acts as a stimulation for the students to do better work. We all like The Journal up this way and congratulate you upon the excellent courses you have given us this year." E. S. Watson, Williamsport, Pa., Commercial College.



EDITOR'S SCRAP BOOK



OME excellently executed eards in the ornamental style have been contributed to the Scrap Book this month by A. R. Merrill, Saco, Me.

L. E. Gerhold, of Boston, Mass., can swing a very graceful ornamental quill, as is noted by a card received from him.

R. E. Leaf, of Santa Cruz, Calif., sends us a specimen of his professional penmanship that shows up very nicely.

C. H. Spryer, of Washington, D. C., has been practicing from the Madarasz Course in Card Writing. He has favored us with a few specimens, and we wish to congratulate him upon his skill in this branch of pen art. C. E. Baldwin, of Columbia, Mo., has also been following this course, and is doing very creditable card work,

O. L. Rogers, of Chicago, Ill., is the possessor of a model business hand, as is evidenced by some work he has sent us.

We are in receipt of a unique card from Geo. Van Buskirk, of Newark, N. J. He has drawn an artist's pallet on this card together with a penholder and brush. The work is well done.

B. O. McAdams, of Tarkio, Mo., favors us with some of his ornamental writing that makes a good showing.

Letters are received from the following, written in model business style: C. S. Bendeson, So. Manchester, Conn.; Frank W. Gage, Columbus, Ohio; Don E. Wiseman, Trenton, N. J.

Letters in the ornamental style come from the following: A. R. Merrill, Saco, Me.; C. J. Gruenbaum, Lima, Ohio; Linwood T. Holt, Manchester, W. Va.: H. B. Lehman, St. Louis, Mo.; H. D. Goshert, St. Louis, Mo.; A. H. Hinman, Worcester, Mass.

Artistic superscriptions continue to come in. This month those worthy of mention come from the following: Earl A. Rishor, Bridgeport, Conn.; C. J. Gruenbaum, Lima, Ohio; H. W. Strickland, Wilmington, Del.; H. W. Darr, St. Louis, Mo.: R. H. Bond, Macon, Ga.; W. A. Hoffman, Valparaiso, Ind.; James Williams, Omaha, Neb.; C. W. Jones, Brockton, Mass.; J. D. Todd, Salt Lake City, Utah; W. C. Ramsdell, Middletown, N. Y.; D. M. Knauf, Tacoma, Wash.; E. J. Abernethy, Forest City, N. C.; E. O. Folsom, Worcester, Mass.; H. McKay, Waco, Texas; A. C. Doering, St. Louis, Mo.; W. S. Morris, Pennsboro, W. Va.; W. M. Wagner,

Richmond, Va.; H. E. Welbourne, Milwaukee, Wis.; Geo. A. Race, Jamestown, N. Y.; H. C. Spencer, Winsted, Conn.; C. W. Ransom, Kansas City, Mo.; J. W. Donnell, Pennington, N. J.; Cora B. Foote, Manistee, Mich.

Wm. M. Fuller, Colorado Springs, Col.; T. J. Atwood, Houston, Texas; D. C. McIntosh, Dover, N. H.; J. J. Conway, Newburgh, N. Y.; B. O. McAdams, Tarkio, Mo.; J. Lee Rice, Butte, Mont.; Fred Lafontaine, Bristol, R. 1.: E. S. Plank, Almond, Wis.; L. B. DeWitt, Los Angeles, Calif.; Merritt Davis, Salem, Ore.; J. C. Hatton, Washington, D. C.; G. H. Van Veghten, Poughkeepsie, N. Y.; J. J. Bailey, Toronto, Ont.; C. F. Teut, Delayan, Wis.; Wm. Bell, Philadelphia, Pa.; H. D. Goshert, St. Louis, Mo.: E. Warner, St. Catharines. Ont.; A. C. Sloan, Toledo, Ohio; A. R. Damon, Brockton, Mass.; E. L. Brown, Rockland, Me.; H. C. Chitwood, San Angelo, Texas; G. T. Wiswell, Bradford, Pa.; D. A. Casey, Pittsfield, Mass.; Carl T. Wise, Sedalia, Mo.; H. B. Lehman, St. Louis, Mo.; C. N. Cox, Colorado Springs, Colo.; Chas. Palmer, Wilmington, Del.; D. I. Rowe, Milwankee, Wis.; J. W. Baer, Phoenixville, Pa.; W. J. Trainer, Perth Ambov, N. J.; R. S. Collins, Philadelphia, Pa.

C. H. Spryer, Washington, D.C.; S.D. Holt, Philadelphia, Pa.; R. E. Leaf, Santa Cruz, Calif.; R. W. Ballentine, Chicago, Ill.; T. F. Meinhardt, New York City; A. D. Skeels, Detroit, Mich.; A. H. Himman, Worcester, Mass.; A. H. Sceadman, Cincinnati, Ohio; E. S. Lawyer, Los Angeles, Calif.; J. H. Keys, Sioux City. Ia.; J. T. Stockton, Springfield, Ill.; Melville Advertising Agency, Charleston, W. Va.; Ben Kupferman, Roxbury, Mass.; L. C. McCann, Mahanoy City, Pa.; E. M. Huntsinger, Hartford, Conn.; J. J. Ilagen, Minneapolis, Minn.; J. M. Tran, Toronto, Ont.; C. S. Rogers, San Francisco, Calif.; Claude Ferguson, Hamilton, Ont.; C. E. Baldwin, Columbia, Mo.; H. W. Patten, Philadelphia, Pa.; S. E. Leslie, Poughkeepsie, N. Y.; J. M. Ohslund, Wahoo, Neb.; Hastings Hawkes, Washington, D. C.: A. R. Merrill, Saco, Me.; L. J. A. Collis, Utica, N. Y.; Fred S. Field, Flushing, N. Y.; W. H. McCarthy, Springfield, Mass.; Edw. Lloyd, Manchester, England; J. N. Fulton, Ft. Wayne, Ind.; D. Ariss, Victoria, Can.; O. J. Hanson, Grand Forks, N. D.: Oscar Ellefson, Olga, Minn.; F. E. Merriam, Dubuque, la.; Rice & Fulton, Butte, Mont.; Vinnie MacLean, Napa, Calif.; F. H. Briggs, Chicago, Ill.; U. G. Moore, Springfield, Ill.







SHALL presume that those who intend following this course of work have previously acquired a fair proficiency in handling ornamental penmanship, and shall omit, largely, such detailed instructions as would be necessary in case of

a course for beginners; however, I have endeavored to so arrange the work that any one who desires to do so, whether amateurs or experts, may find some profit by following it.

I would advise the use of a fine professional pen for this kind of work. Use a firm, hard finish paper. A good black ink, which flows freely, is absolutely necessary. The best is a mixture of Japan ink, 2 parts to fluid, I part.

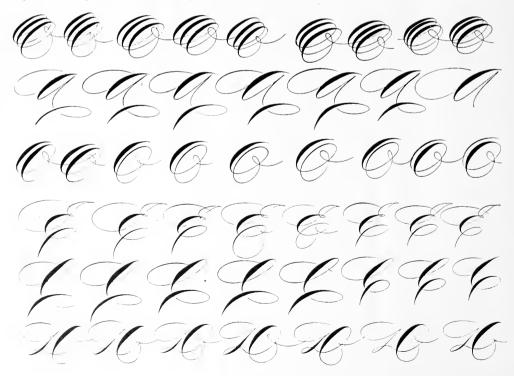
The movement should be free and easy. For all ornamental, shaded work, a combined movement of fingers and arm is necessary to attain a smooth, graceful style of writing. The arm movement gives the work a strong, smooth line, while the fingers soften it and add speed, especially

in the long letters. In fact, all shading must be produced by a slight pressure of the fingers or "gripping" of the holder.

In getting up the copies for this work, I have endeavored to present a form of drills and letters that properly practiced will produce a strong, dashy, graceful style of writing.

When practicing, concentrate your work. Take a single letter and make a few lines of it, then stop and compare it with copy and pick out your worst fault. Then go to work with a vim. Run off page after page of that letter, keeping your mind on that one fault until you have corrected it. Then pick out the next worst fault and treat it in like manner, and so on until you have the letter mastered. Don't commit the folly of trying to master the entire list of letters or correct all your faults at once. Don't be afraid to practice, and don't fail to combine study with your practice.

A good plan is to make your letters large at first, say one and a half to two spaces high, and then reduce them.







Y Friends:—Let us divide the year into the four seasons, and possibly from the suggestions Nature offers, we shall be able to adapt our living toward the right.

The Autumn has just gone. I wonder if those harvest days brought to us the full rejoicing of a reaping of the fruitage of a well-spent year? Were we happier because of the glorious color blending of the hillsides, happier not only because of the eestacy that abounded in the haze of October skies and fields of ripening grain, but hecause of a harvest of hopes come true, a garnering of pleasant memories and true friendships; happier because of past sacrifices for joy to others; happier in strength attained from hard battles fought and won; happier for our broader vision?

With us, now, are the days of silent thought and mental living, long evenings of peace-giving. Without are snow-covered fields, within, the cheery fireside and lamp; the books where the architects of fate have given us opportunity to live with them their ventures through legend, song, history and fortune. Now, our hands are busy with duties left undone in the relaxing summer days; our faith in God and our fellow-men renewed; our resolutions made for greater work in office and our home.

Time moves on at rapid pace, and very soon the buoyant Spring will greet us, earth and sky beating with new hopes and great expectations: verily a resurrection. In our confidence in self we shall dare all and gain half; our hopes will grow, but we shall not be simply happier in the dreamery—the "traumerie"; our lazy freedom must follow the ruling of our hearts, which bid for work and higher aspirations. Then the Summer days of the simple life, when all that need sustain

us are sun and sky, true enjoyment of little things, such as the flight of bird, the song of the lark, the ripple of the water, long days of being thoughtful to others, thus making life-long friends; a season of pastime, where our little circle may be enlarged by trips to previously unseen places; hours teaching us to work more eagerly and happily, to play with a will, to accomplish tasks with determination.

Thus the year will pass, bringing us so much joy if we will but have it. I have not devoted my talk with you to business, because though that brings us our bread and butter, vet it is not all; but it is very difficult for us, when we labor for pennies, to forget that pennies form but an iota to our moral living. No truer adjective could be adopted than "almighty" to "the dollar." It is the ruling passion of too many lives. I presume, this past Christmas, you thought, "How much that gift must have cost!" The money question even in tokens! You have seen a magnificent mansion. "They say it cost \$750,000." Not even the pleasure of looking at a beautiful art production in the form of painting, sculpture or architecture is allotted to Americans because the pecuniary value enters into the consideration of it. In the dear old days we read of, but are never quite sure existed, an apple for Christmas if it came from a beloved one was sufficient to give joy-the thought to remember, not the money put into the gift.

We should assimilate the true, the good, the beautiful, that do exist somewhere about us. We should so attune our lives that from each passing season we shall seek happiness and be happy. Our daily education should lead us not simply toward higher salaries, but truer, nobler living.

May you have a year filled with rich blessings and true joyousness.

Mind is the master-power that moulds and makes.

And man is mind, and evermore he takes—

The tool of thought, and shaping what he wells—

Brings forth a thousand joys, a thousand ells.—

He thinks in secret and it comes to pass—

Environment is but his looking-glass—

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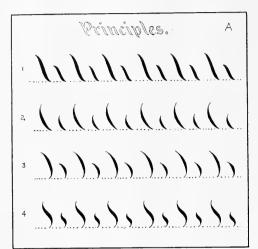
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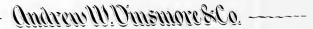


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The principles referred to above are used in this plate. Make the letters a full ruled space in height.

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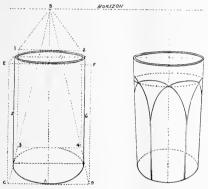
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TRUST that all who are following this course in pen drawing are finding the lessons helpful, and that they are progressing nicely. This month I will explain how to draw a tumbler.

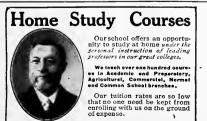
The first object we have is a cylinder standing vertically on its base. Lay out a rectangle, as shown by lines marked E, F, C and D. Then draw a centre line same as A and B. Now find the vanishing point on the horizontal line and place a pin at that place.



You are now ready to draw perspective lines E to B and F to B and C to B and D to B. Next determine the apparent width of the top of the rectangle, as shown by points 1, 2, E and F, and draw vertical lines 1 to 3 and 2 to 4, and then horizontal lines 1 to 2 and 3 to 4. Next find the centre between 1 and E and draw the horizontal line as shown. The ellipse at the top of the cylinder may now be drawn.

The next thing in order is to draw perpendicular lines 5 and 6 to meet the perspective lines C B and D B. Draw a horizontal line across from these two points. The ellipse at the bottom may now be drawn. You are now ready to ink in the cylinder, except the dotted lines, and erase your pencil lines.

In drawing the tumbler opposite the cylinder follow same principle as in drawing the cylinder. You will note in both cases that the bottom ellipse is larger than the top one, because it is so much further below the horizon than the top one.



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THE JOURNAL FOR 1908



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tread and stronger determination to ever live up to the motto on our standard, "THE MOST AND THE BEST OF IT."

For the students who are to take their first steps in business education during the month of January, we have prepared a series of lessons in Business Writing especially adapted to their needs by one of the most successful teachers in the world, S. E. Leslie, Eastman College, Poughkeepsie, N. Y.

For the student in Professional Writing, a penman equally skilled in his department, R. W. Ballentine, Chicago, Ill., Business College, has prepared a complete course. Other courses as published will be continued until completed.

We wish to take this occasion to thank the foremost teachers of writing of America for the enthusiastic support they have given The JOURNAL thus far the present year, and to solicit a continuance of the same, and also the business of other teachers who appreciate the great help The JOURNAL is to them in their writing classes.

RESULT OF OCTOBER CONTEST



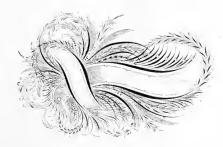
E received very creditable work on Mr. Lister's figure plate in the October issue, for which we offered a copy of Library No. I to each of the ten students sending in the best work. The students to whom we have awarded this book

are as follows: Maude Whipple, D. Keith, Alice L. Driscoll, Susie S. Searle, all of the Salem, Mass., Public Schools, Miss Bertha W. Ferguson, instructor; J. Oscar Smith, Clark Business College, Coatesville, Pa., Lee A. Thompson, instructor; Arthur E. Koeppel, Dan J. Carpenter, Richmond Hill, N. Y., High School; C. V. Gerhard, Pottsville, Pa., Commercial School, T. C. Knowfes, instructor; James A. Wilson, Chicago, Ill.; Ernest Dodeman, Louiseville, P. Q., College, Bro. Archange, instructor.

The following have sent good work on Mr. Healey's Movement Plate in the October issue: Elizabeth J. Thompson, Dickinson Seminary, Williamsport, Pa., Geo. W. Hoyt, instructor; W. A. Shaw, Columbia, Mo., Academy, C. E. Baldwin, instructor; V. M. Sanchez, Knoxville, Tenn., Business College; J. W. Creig, German Wallace College, Berea, Ohio; Glenn B. Redmond, Blue Island, Ill., student of R. W. Ballentine, Chicago, Ill., Business College; F. O. Denny, New Orleaus, La.

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The News Edition for January is filled with interesting matter for the teacher, school proprietor and school manager. Among the special features are the following: Employment of Teachers, by A. F. Harvey, Waterloo, Ia.; Higher Accounting, by Bentley & Laird, New York; Who's Who in Penmanship; Galaxy of America's Foremost Penmen and Business Educators, together with our regularly maintained departments of Movements of the Teachers, News of the Profession, Recent Journal Visitors, Obituary, Editor's Calendar, Fresh Business Literature, and Convention News and Notes.

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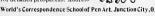
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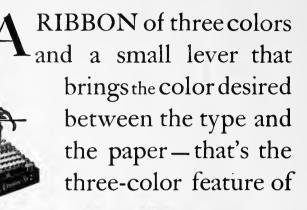
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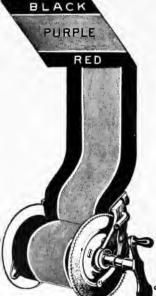
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VOL. 32

FEBRUARY, 1908

No. 6



A PEN POEM, BY H. P. BEHRENSMEYER, GEM CITY BUSINESS COLLEGE, QUINCY, ILL.

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PUBLISHED BY

THE NATIONAL PENMANSHIP PRESS

HORACE G. HEALEY, EDITOR 229 BROADWAY, NEW YORK

TWO EDITIONS.

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The one thing of which The Journal is proudest is that nine-tenths of the school proprietors and teachers that take the trouble to put it in the hands of their students at the clubbing rate think enough of the paper to send in their own subscription year after year for the News Edition at one dollar.

NEWS OF THE PROFESSION



URING the week of December 16 a fire occurred in the building in which the Rhode Island Commercial School, Providence, R. I., is located. Luckily the school was not damaged to any great extent, and repairs were made during holiday

W. H. Morgan, of Morgan's Business College, Waterville, Me., has been engaged by the Board of Education of that city to deliver a series of illustrated lectures, on "Modern Business Penmanship," to the teachers of the city schools. Mr. Morgan is conducting a very prosperous school. He reports an increased attendance of about 50 per cent. over last year.

Mr. and Mrs. Clyde L. Newell, of Brooklyn, N. Y., announce the birth of a son, Ralph Clyde Newell, on December 22, 1907. Congratulations are in order.

The Detroit, Mich., Free Press of December 29 gave an account of the handsome Christmas present given to Mrs. R. H. Miles, of Miles College, of that city, by the students and teachers of her school. The gift was an elegant gold lined silver tea set, exquisitely wrought in a design of embossed grapes and leaves. Mrs. Miles is esteemed very highly by her pupils and associates.

F. W. Martin, of Boston, Mass., writes us as follows under date of January 5: "Took my first \$100 order last week. The work is to be sent to the Mexican Minister of Finance." We hope that more of the same kind will be received.

At the forty-fifth annual Teachers' Institute of Schuylkill County, held at the Academy of Music, Pottsville, Pa., December 16 to 20, 1907, T. C. Knowles, of the Pottsville Commercial School, delivered a valuable address on the subject of "Penmanship."

William H. Duff, retired manager of Duff's College, Pittsburg, Pa., contemplates taking a trip to Japan and the Philippine Islands early this spring and summer.

We beg to acknowledge receipt of a colored print photograph of W. C. Hyatt and one of Edward Fowells. These men are the proprietors of the successful. Hvatt-Fowells Schools located at Seattle, Wash. The photographs are certainly very unique.

The Elgin, Ill., Daily News of December 30, 1907, gives a lengthy account of the graduation exercises of the Ellis Modern Business College of that city. A. H. Lowrie, editor of the Elgin Daily News, delivered the commencement ad-

C. C. Curtiss, head of the commercial department of the Valley City, N. D., Normal School, has succeeded in having vertical writing eliminated from the course of study of the North Dakota schools. Mr. Curtiss has worked assiduously for over a year to gain this end. In place of the vertical system he has substituted a system of natural, free-hand writing.

The Quincy, Ill., Daily Herald of January 3 contains a half-column account of the splendid opening of the Gem City Business College. This school has broken all previous records of enrollment. The prospects for 1908 are very bright, and it is very probable that the school will reach the 1,500 mark, thus establishing a new record. Congratulations. D. L. Musselman, Jr., in a letter dated January 8, writes as follows: "We have opened up our winter term with the largest attendance in our history. Our increase is about 20 per cent. over last year."

Peirce School, of Philadelphia, Pa., held another one of its celebrated graduating exercises on the evening of December 23. As is customary with this school, men of national reputation were selected to do the speaking. On this occasion the humorist, John Kendrick Bangs, spoke to the graduating class, and Congressman Champ Clark, of Missouri, delivered the annual address. There were one hundred and eighty-seven students graduated. J. A. Luman, vice-principal of the school, presented the diplomas. A number of leading citizens of the State of Pennsylvania were seated on the stage.

Among the many Christmas remembrances received by THE JOURNAL one of the most unique came from our friend, T. J. Risinger, of the Utica, N. Y., School of Commerce. It read as follows: "Merry Christmas. At this season of gift making and general good feeling we want to contribute our share to the festivities and beg your acceptance of the slight token. Not knowing your personal tastes, and fearing duplicates as gifts, we send coin (legal tender), and urge you to spend it freely for whatever your inclination dictates, whether for art, literature or tutti frutti. Gratify your wants fully; let pleasure have her sway; but avoid foolish extravagance, remembering that 'A penny saved is a penny earned.' Wishing you a Merry Christmas and the Happiest of New Year's, we are, joyfully yours, Utica School of Commerce." Below was attached a bright, new penny. The sentiment was handsomely framed in a holly design.

The Journal is in receipt of several very handsome calendars sent by some of its thoughtful friends. One of the most beautiful ones we have ever seen comes from the Badger State Business College, Milwaukee, Wis. This calendar is 41x26 inches in size, and is handsomely embossed, showing a reproduction of a beautiful painting by Ferris, entitled "Court-

Another beautiful calendar comes from the Wilson Modern Business College, Seattle, Wash., and also one from the Rasmussen Practical Business School, St. Paul, Minn.



MOVEMENT.



INGER movement writing is poor writing. The most difficult task in the beginning of this course will be to break up your finger movement altogether and develop the muscular or arm movement. With the arm resting on the desk on the muscle just below the elbow, and the hand on the back of the nails of the third and fourth fingers, as shown in illustration No. 2, in the January number, and without the pen in hand, begin the development of the movement by rolling the arm about in the sleeve. If your clothing on the forearm seems to bind the muscle, roll the sleeve up over the elbow, so that it will not interfere with the complete restants.

laxation of the inuscles. If your hand seems to drag on the paper, drop it by your side with the muscles limp, or relaxed completely, and then try the movement again. Do not let the fingers or wrist bend, but let them rest on the desk in the most natural position. Let nothing interfere with the proper development and understanding of the movement. It is the foundation of a good handwriting, and your future progress will depend upon a thorough understanding of the movement and a mastery of the movement exercises.

Position of the Hand and Fingers.

Study illustration No. 2, in January issue, for a correct understanding of the position of the hand, penholder and fingers. The arm rests on the muscles just in front of the elbow. The hand should rest on the backs of the nails of the third and fourth fingers. The second finger does not touch the paper. The hand should not rest on the paper at the wrist. Notice the position of the thumb and index finger on the holder. Do not turn the hand on the side. This is an unnatural position, and one which you never take when you thoughtlessly lay your hand on the desk. Do not grip the penholder tightly. If your hand is in the proper position the holder should point in the direction of the right shoulder. Keep the index finger about one-half inch from the end of the holder.

Position of the Paper.

In order that you may fully understand the position of the paper on the desk, and the forearms in their relation to the paper, I ask you to study illustration No. 3 very carefully. You will notice that the paper lies obliquely on the desk, and the right forearm is about parallel to the edge of the paper. This is the usual position, but it may be necessary to vary it somewhat, according to the length of the forearm.

It takes a comparatively short time to break up the finger movement and to develop an arm movement in making ovals and simple exercises. But it takes much longer and is much more difficult to apply this movement in making letters, and especially small letters. The work this month is on small letters, and so arranged as to help you apply your arm movement to your writing. In several of the copies the letters are so far apart as to make it almost impossible to execute them with finger movement. This in some respects is the most valuable lesson in the course. I know of nothing that will help you get control of your movement so quickly and help you to develop an easy running hand as this wide spacing of small letters. It is a good plan before beginning a new lesson to spend some time on the simple movement exercises, so before you begin practice on Copy 12, suppose you review the movement work in the January Journal for one-half hour at least.



Turn the paper around and write across the blue lines, placing a letter on every other line. You should make these rather rapidly and with a regular motion of the hand. There is a tendency in wide spacing to make the letters too wide. The letters should'be no wider than in ordinary spacing. Make the principles in the n and m round at the top and keep the down strokes straight. Compare your work with the copy frequently.



PLATE 13.

Watch the beginning and finishing strokes. These are two simple exercises, but will work wonders in changing your handwriting if practiced persistently. Keep the down strokes straight and parallel. Criticise every line. You cannot correct your errors until you see them.



In this copy you may use some of the small letters you have practiced in writing the two words. Make a letter on it. Try to keep the ρ and d on the same slant. Close both at the top. Write about eighteen words per minute.



PLATE 15.

Curve the beginning stroke in every e a great deal. The down stroke is almost straight, with a short round turn at the base line. Loop every letter. Retrace the top of the c. This will be difficult at first, as most beginners are in the habit of making a loop, but give it careful practice. One who aspires to become a good writer must spend a great deal of time on what may seem to be very insignificant errors. With enough of the right kind of work, however, they will gradually, but surely, disappear.

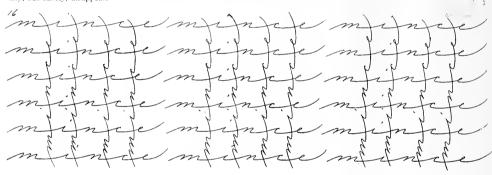


PLATE 16,

I think you will enjoy practicing this copy. Give considerable attention to spacing, and don't forget to use an easy movement. Keep your page just as clean and neat as possible. Don't leave this copy until you can see improvement.

71234567890 1234567890

I should like to give several times as much space as is possible in this course to figure writing. Few students realize the importance of making legible figures, or know that thousands of dollars are lost every year because of illegible and carelessly written figures. In business, a figure is the most important thing made with a pen. A bookkeeper should not only be able to make them legibly and rapidly, but also in vertical columns. Do not practice them too rapidly at first, but give some attention to form. After you are able to make every figure perfectly legible, you may try writing them at the rate of from one hundred to one hundred and fifty per minute. But never write more rapidly than you are able to make every figure legible. In the second part of this copy, you have several signs that are used every day in business. Make them small and without shade.

PLATE 18.

Whenever a new small letter is taken up, you should study carefully the form before beginning practice. It will be impossible to improve much unless you have a correct mental picture of the letter. Look at a perfect letter, then close your eyes and try to see the same perfect letter. If you do this you will soon get the bad forms out of your mind and begin to see some improvement. The first part of the τ is made like one part of the n. Note this point in particular, as most beginners make it like the n. Give the word in the second line some very thoughtful practice. Work every copy until you see improvement, regardless of the time it takes.

171

wave wave wave wave wave

The only difference between the w and the u is in the finishing stroke. Note this difference by comparing the two letters. Study the spacing between the words in the second line. Finish the w and the v exactly the same.

PLATE 20.

Study the two sharp turns at the top of the r. In joining the three letters, curve the connecting strokes a great deal. It is difficult to make two r's exactly the same size and shape. In writing the word river you should endeavor to make the last r as good as the first one. Write fifteen words per minute to begin with, but increase your speed to twenty.

A S S SSS SSS SSS SSS SSS S Success success success

PLATE 21.

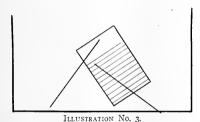
The s begins like the r, and is the same height. The top is sharp. The s and r are usually made just a little higher than the other single space letters. You have a fine word to practice in the second line. Watch the spacing. Write four words on a line.

vaxen waxen waxen waxen

PLATE 2

The x is made like the last part of the n. The cross stroke is usually made upward.

I hope by this time you can see a little improvement in your writing. It won't he much, but you should not expect much. Some of you may think that you write no better than when you began, but you must remember that your eye is constantly being trained to see defects in your work that you could not see when you began, not because there were no mistakes in your writing, but because your eye was not trained to see them. A few years ago I practiced from copies that seemed absolutely perfect to me, but now I look over these same copies and they look quite imperfect. Don't lose courage too quickly. Don't expect too much. Valuable skill cannot be bought. It requires unceasing effort, enthusiasm and a determination to win.



Showing proper position of paper on the desk.

"To say that I am pleased with The Journal would be putting things mildly. I find it to be a very great source of inspiration to the student body."—J. M. LATHAM, Quincy, Ill. Jan. 4, 1908.

'We are very much pleased with the appearance of the Penman's Art Journal at the present time, and especially with the subject matter and arrangement. The heautiful cover design and headpieces are all very fine, and we want to congratulate you upon the excellence of the magazine."—J. A. SAVAGE, Omaha, Neb.

December 31, 1907.

"You are giving us a good paper, the equal, if not the superior, of any of the others."—G. W. Weatherly, Joplin, Mo.

December 10, 1907.

WHAT A STUDENT FRIEND THINKS OF THE JOURNAL It Is Not Only the Old-Timers Who Write Us

Bainbridge, Ga., November 19, 1907.

Dear Sir:—Having received my first Penman's Art Journal on my subscription sent in to you through the Stanley Business College, will say that I am well pleased with The Journal, and wish it much success. Hoping that I will receive it regularly, I am, Yours for better penmanship,

Elmer I. Bekher.

Geo, C. Wood, aged fourteen years, writes The Journal as follows:

Cristobal, Canal Zone, November 3, 1907.

"Please send me a copy of The Penman's Art Journal. I wish to improve my writing and The Journal has been recommended to me by a Mr. Richardson, who said he used to take it several years ago, and it always contained some very fine lessons.

"I have a position with the paymaster of the Panama Railroad Company, and am very anxious to make good. I am fourteen years old.

"Please send to the address below and oblige,

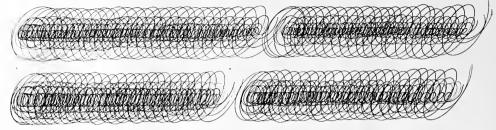
"Very truly, Geo. C. Wood,

"Care paymaster P. R. R., Cristobal, C. Z."

A boy fourteen years of age who can write a business letter of this kind is bound "to make good," to use his own words. The JOURNAL goes to hundreds and thousands of just such boys as Master Wood. There never was a time when the young manhood of America was so universally aroused as to the importance of their own effort as at the present time. We are very glad to have The JOURNAL in the hands of such young men as these.

SUPPLEMENTARY COPIES

By Horace G. Healey.



CONCENTRIC OVAL DRILL.

Here is something new in movement drills. Make the first oval two spaces high, and the second and each succeeding one smaller.

Every teacher has some original movement drill that produces good results. We have decided to offer a cash prize for the best drill sent in to The Journal during the year 1908. Three dollars will be given for the drill receiving the largest number of votes, and \$2.00 will be given for the one receiving the next largest number of votes. This is open to teachers only. We should like to have some one send in a better original drill than the above in time to appear in our March number. We do not wish to win our own prize. The exercise must comprise two essential features—namely, originality and practicability—and must be suitable for engraving.



THE SHELL DRILL.

Here is drill No. 2 in the competition. Begin by making a small oval, going around ten times, and then make the succeeding larger ones until the drill is as large as one's movement scope will permit.

To the five students who send to The Journal office on or before March I the best work on the two above plates, we will present to each a copy of Volume I, of the Penman's Library, a beautiful book of penmanship, which sells for 60 cents.

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SPEED DRILL NO. I.

Movement drills are for the purpose of developing freedom and control. These give speed. A style of writing which cannot be written rapidly without shattering the forms cannot be called business writing. Line I is a good movement drill to develop freedom and ease in making the small "m." It should be made at the rate of twelve exercises per minute. Line No. 2 is a further development of this same movement drill. It should be made at the rate of sixteen per minute, with fifteen down strokes to each exercise. Line No. 3 is the small "m" exercise, written four in a group, and three groups to each space. It should be written at the rate of eighteen per minute. Line No. 4 is the "m" used in the word "minimum." This word should be written at the rate of sixteen per minute. The student will probably not be able to do this at first, but after writing each a thousand times, using pure arm movement, this speed should be reached.





GREAT many young men are writing to me to know something about what is essential for success. I should like to answer all by personal letters, but that is entirely out of the question. Here is an answer that will apply to nine cases out of ten: To my mind the most essential thing to win suc-

cess in the year 1908 is the ability to make money.

Now, I am not saying that money is necessary-but rather the ability to make money. Somewhere I have read something like this: "Brains may be more important than money, but if you want to convince the world that you have brains you have got to make money." When I was a boy the richest men in my neighborhood were considered the smartest. If a man was poor it was a reflection on his ability and his general intelligence. Matters have changed considerably since then, but they have not changed entirely.

There are many who prefer to think that a man who has accumulated wealth must be more or less of a pirate, a tyrant in business and absolutely void of the nobler human instincts.

THE ABILITY TO MAKE MONEY.

If I were asked, "How can I acquire this ability?" my answer would be, learn to do some useful thing that not every one else can do-something in which few people are engaged, and for which there is a demand at a good market price. This will cost both time and labor, and the more valuable it is the more it will cost. The higher you climb and the more skill you acquire, the longer it will take and the harder you will have to work; but the increased salary you will be able to earn will pay for all this as well as for the work you do.

For instance, this is the age of machinery. Unskilled hands cannot compete with a machine, but every one can learn to operate one-the typewriter, for example. The time is now at hand when every office assistant is expected to be able to operate such a machine speedily and accurately.

Bookkeeping, aside from a general knowledge of the essentials of debits and credits, the uses of commercial paper. etc., consists of little more than putting down columns of figures on certain blank forms, and these figures in large houses are now being written in many cases by means of the typewriter.

Inventive genius has provided a number of useful attachments to the standard typewriters, consisting of manifold billing attachments, and, in some cases, even of adding machines.

So here is one machine that every student in a business

school, and especially the student of bookkeeping, should learn to operate.

During the last week in December I visited the great Carnegie Steel Mills in Homestead, Pa. Homestead is a suburb of Pittsburg, reached by the trolley cars from there in about thirty minutes. There I found the explanation of how Andrew Carnegie acquired his wealth of more than torce hundred millions of dollars. You will remember that when the ironmaster was a boy from fourteen to sixteen years of age he worked as assistant janitor in the railroad station at Pittsburg for two dollars and a half a week. I do not suppose he enjoyed sweeping out the old waiting room at that time any more than he would enjoy sweeping it out now. Instead of cursing his lot and philosophizing on the evils of a civilization that required the free man to do the work of a slave, he went to work and did exactly what I have given you in my rule for success; namely, acquired the ability to make more money by learning something that not every one else could do-in fact, something which very few could do-he learned telegraphy. I do not intend to discuss Andrew Carnegie, but the great mills in Western Pennsylvania which he and his associates have established. Here they take raw material and manufacture a product for which there is a world-wide demand. This product is steel. A ton of steel ingots sells for thirty-three dollars. I do not know what the raw material costs, and I do not know what it costs to manufacture the steel, but I do know that the profit is great enough to make men millionaires over night. The men who are made millionaires, however, are not the ones who do the manual work. The lot of grimy men I saw that afternoon in those dingy sheds where they were manufacturing armor plate for great battleships will stand very little chance of ever being millionaires such as the steel industry has already produced.

Those who dig diamonds are not the ones who wear them.

Every young man is endowed with the raw materials of brain and muscle. He who realizes that the brain is the power indispensable to money making secures the highest reward for the time and labor spent in acquiring proficiency in a calling of skill and usefulness. Not all may become millionaires, but all can, day by day and week by week, acquire greater money-making ability by persistent application and constant effort in following a profession which is not overcrowded.

"If a man write a better book, preach a better sermon, or make a better mousetrap than his neighbor, though he build his house in the woods, the world will make a beaten path to his door."



THE FEFFE FOR THE STATE STATE

PLATE 44.

I am giving two styles of capital H. They differ only, however, in the beginning stroke. The difficult feature of this letter is the curved stroke on the second part. This I have shown in the first line of this plate, and I advise making an entire page of this line, as well as of each of the succeeding lines. Do not get the letter too wide. Count four in making the letter. Joining the capital H to the small h is a valuable, but difficult, drill.

PLATE 45.

We now take up the study of a new family of letters—P, B and R. The downward strokes and the upper loops of these letters are the same. In the B we have a double loop, and in the R we have but a single loop and finish with a curved stroke, which extends as far to the right as the oval. In the capital P practice making the down stroke, and then finish with an oval whipped around. Make an entire page of each line. You will notice in the second line that the straight stroke is not quite so high as the letter itself. When you make it think of making a figure L. I have given some words beginning with the capital P. One page of each word should be written. Practice diligently on the sentence.

PLATE 46.

If you have mastered the preceding plate, you will not have much difficulty with this one. The capital B does not readily join to a succeeding letter, but wherever possible to do so it should be done. The last line should be written one hundred times.

PLATE 47.

Write a full page of each line and also of each word.

PLATE 48

The capital K begins with a straight stroke. Each line in the remaining part of the letter is curved. Notice that the little loop joins the straight stroke. Write a full page of each line and each word. Join the K in groups of four. Practice diligently on the sentence.



EDITORS' SCRAP BOOK



proud of same.

A. RENEAU, of Quincy, Ill., swings a very skilful ornamental quill, as is noted by some nicely written cards received.

T. T. Kajiyama, proprietor of the Central
Art Studio, San Francisco, Cal., has favored
The Journal with some colored cards written in white ink.
The work is excellently done and Mr. Kajiyama may well be

Ornamental signatures come from H. D. Goshert, of St. Louis, Mo. They are certainly of a high grade.

E. H. McGhee, of Trenton, N. J., sent us some specimens of his ornamental and engravers' script work. He is certainly talented in both of these branches of pen art.

Cards of a high order executed in the ornamental style have been received from M. A. Adams, Marietta, Ohio; R. W. Long, Butler, Ore.; A. W. Cooper, Harbourton, N. J.; E. J. Maher, Hartford, Conn., and J. S. Lilly, Lile, W. Va.

The Journal received some handsomely written Christmas and New Year greetings from the following: H. W. Flickinger, Philadelphia, Pa.; W. A. Hoffman, Valparaiso, Ind.; J. F. Siple, Philadelphia, Pa.; G. H. Walks, Evansville, Ind., and L. M. Hatton, Tampa, Fla.

Letters written in both the professional and business styles that have been received at our office and are worthy of mention come from C. E. Sorber, Noxen, Pa.; C. F. Gubitz, Hartford, Conn.; William F. Bain, Warren, Pa.; A. R. Merrill, Saco, Maine; W. W. Davis, Media, Pa.; A. D. Skeels, Detroit, Mich.; Ben Kupferman, Roxbury, Mass., and H. D. Goshert, St. Louis, Mo.

Nicely executed superscriptions are received with every mail. Those of a high-grade come from A. W. Kimpson, Mexico, Mo.; L. M. Hatton, Tampa, Fla.; M. B. Moore, Morgan, Ky.; B. H. Spencer, Paterson, N. J.; K. C. Atticks, Baltimore, Md.; F. W. Martin, Boston, Mass.; S. E. Leslie, Poughkeepsie, N. Y.; Carl T. Wise, Sedalia, Mo.; E. J. Podolak, Chicago, Ill.; J. C. Shearer, Philadelphia, Pa.; A. E. Parsons, Keokuk, Ia.; C. E. Doner, Beverly, Mass.; H. D. Goshert, St. Louis, Mo.; H. P. Behrensmeyer, Quincy, Ill.; J. D. McFadyen, Ottawa, Can.; H. W. Patten, Philadelphia, Pa.; G. A. Rockwood, Poughkeepsie, N. Y.; J. A. Savage, Omaha, Neb.; H. A. Reneau, Quincy, Ill.; C. G. Prince, Bridgeport, Conn.; G. H. Walks, Evansville, Ind.

W. F. Kennedy, Portage la Prairie, Man.; C. E. Sorber, Noxen, Pa.; H. A. Price, Brooklyn, N. Y.; T. T. Kajiyama, Tacoma, Wash.; F. J. Lynch, New York; J. F. Caskey, Haverhill, Mass.; E. H. McGhee, Trenton, N. J.; J. H. Bachten-kircher, Evansville, Ind.; J. F. Siple, Philadelphia, Pa.; C. F. Gubitz, Hartford, Conn.; R. W. Long, Butler, Ore.; A. F. Anderson, Lisbon, N. D.; P. W. Harms, Cleveland, Ohio.

W. Meehan, Brooklyn, N. Y.; W. E. Dennis, Brooklyn, N. Y.; W. A. Hoffman, Valparaiso, Ind.; W. P. Potter, Sparta, Ill; J. W. Washington, Boston, Mass.; Spencerian Business College, Cleveland, Ohio; George W. Leids, Philadelphia, Pa.; O. E. Hovis, Springfield, Mass.; William Ward,

Spencerville, Md.; H. G. Reaser, Pittsburg, Pa.; J. S. Lilly, Lile, W. Va.; L. C. McCann, Mahanoy City, Pa.; V. A. Savignac, Montreal, Can.; F. E. Merriam, Dubuque, Ia.; F. A. Curtis, Hartford, Conn.; W. A. Hendrix, Morriston, Fla.; J. F. Sarley, Chicago, Ill.; E. T. Overend, Pittsburg, Pa.; R. W. Ballentine, Chicago, Ill.; C. H. Nixon, Mineral, Va.; R. S. Collins, Philadelphia, Pa.; Miss Bertha W. Ferguson, Salem, Mass.; Fielding Schofield, Boston, Mass.; P. H. Landers, Worcester, Mass.; C. W. Ransom, Kansas City, Mo.; C. L. Krantz, Rockland, Ill.; W. J. Trainer, Perth Amboy, N. J.; C. A. Barnatt, Oberlin, Ohio; J. D. Todd, Salt Lake City, Utah; Ben Kupferman, Boston, Mass.; H. W. Darr, St. Louis, Mo., and L. M. Lewis, Wenatchee, Wash.



ORNAMENTAL WRITING, BY M. A. ALBIN, PORTLAND, ORE.



THE NEWS EDITION OF THE JOURNAL costs \$1 a year. We hope to make it verth at least that much to every teacher and school proprietor. It is a matter of deepest gratification to us that hundreds of our professional brethren who give their students benefit of the low clubbing rates for the regular edition think well enough of The Journal to enroll their own names on the Professional List, at \$1 a year.

TWELFTH ANNUAL MEETING OF THE NATIONAL COMMERCIAL TEACHERS' FEDERATION

Held at the Martin School, Pittsburg, Pa., December 27, 28, 30, 31, 1907.

Besides the General Federation Meeting, the Following Sectional Meetings Were Held: National Rusiness Teachers' Association, National Penmanneip Teachers' Association, National Commercial High School Teachers' Association, National Commercial High School Teachers' Association, National Commercial School Managers' Association

GENERAL MEETINGS OF THE NATIONAL COMMERCIAL TEACHERS' FEDERATION

The beginning of things was the reception to the members of the Federation at the Hotel Annex on Thursday evening, December 26. It was the usual jolly function, made agreeable by the friendly greetings of familiar faces.

FRIDAY MORNING, DEC. 27, 1907.

Friday morning the program was preceded by the invocation, deferred by the Rt. Rev. Courtland Whitehead, of Pittsburg. The welcome to the convention was delivered by the genial, sunny H. J. Heinz, of the immortal fifty-seven varieties—and h royal welcome it was. The speaker, after reviewing the industrial prominence of Pittsburg by reason of its favorable geographical location, its supply of cheap fuel and the character of its people, went on to say:

ADDRESS OF WELCOME.

"The particular message I wish to bring to you to-day is one that touches my conception of your duty as teachers, and I feel I would be derelied in my duty if I overlocked what, 10 my mind, is of greater importance than success in commercial enterprises. Too often the technical school considers that it has discharged its whole duty to its students when it has trained them in the specific, practical line which the student elects to follow. You may feel that when you have given the young woman an expert stenographer, that you have done all that is required of you. But, my friends, you should have a higher conception of your duty. You have overlooked the most important thing of all, and that is character building. I care little how much technical bookkeeping or stenographic knowledge a young man or young woman may have who comes into the employ of our company, but I care a great deal that the young man or young woman has been taught, along with their technical knowledge, to build their lives on right motives.

We live in a day when there are many men who desire to attain ends so strongly that they disregard the means and subordinate principle to policy. There are many men, delicately poised, always apparently waiting to see the way in which policy would reake it prudent for them to lump. In one set of circumstances



GENERAL FEDERATION OFFICERS OF THE PITTSBURG CONVENTION

A. F. Harver, Waterloo, L.,
Vice-President,
C. A. Faist, Chicago, Ill.,
L. A. Ann. I. Denver, Col., J. C. Walber, Detont Mich., W. S. John R. Gregg, New York Col.,
President,
Vice-President,
Vice-P

they live by certain principles, and in another set of circumstances they live by other principles.

"We need men and women who are not afraid to carry ethical principles to excess. There is no such thing as moderate honesty. There is no such thing as moderate honesty. There is no such thing as moderately the man who is moderately honest is dishonest, and the man who is moderately truthful is false. Half the truth is the blackest lie. If out from your schools there can be sent men and women who believe these things, men and women well grounded in the vital, elemental principles of character, then from your schools will go the kind of men and women the world needs, and who have power to do work in the world. In the language of Emerson: 'What you are speaks so loud I cannot hear what you say.'

"Our classical colleges and universities are teaching these right ideals of life. The wast unabority of students who come under your influence will sever order a college training, so it be-



H. L. Antrins, Pittsburg, Pa.

comes all the more imperatively your duty to teach them that the great need of business to-day is for men who hold fast to the things that are everlastically true. Honesty, truly, is the best of policy. If you will arrange your teaching program so that the building up of sound character will be one of the results of your work, you need have no occasion to wince under Horace Manu's injunction: 'To be ashamed to live and afraid to die until you have done something to make the world better for your having lived in it.'

"In conclusion, let me wish you a profitable convention, a delightful sojourn in our city and a new year of happiness and prosperity."

RESPONSE BY C. P. ZANER.

Mr. Zaner's response to the address of welcome was particularly happy. He said:

"It is especially appropriate that we should be invited here by a business man who stands for the best interests of the citizens and city of Pittsburg; who is foremost in the councils of industry, society and church, and whose name encircles the globe.

"It is eminently proper also that we meet here in the great city of Pittsburg-the city of gigantic deeds and colossal enterprises. Pittsburg, the city of iron and coal; Pittsburg, the city of mine and mill; Pittsburg, the city of mind and will; Pittsburg. the city of sparking parks and countless sparks; Pittsburg, the city of millionaire laborers and laboring millions; Pittsburg, the city of libraries and large getters and givers; Pittsburg, the city of schools and churches; Pittsburg, the city of mountains and rivers; Pittsburg, the city of railway cars and river craft; Pittsburg, the city of holy smoke and smoky holly; Pittsburg, the city of mighty men and men of might; Pittsburg, the city of steel magnates and manufacturing giants; Pittsburg, the city of greatness a-plenty and of graft a little; Pittsburg, the city of mammoth payrolls, Pompeiian power and puckerless pickles; Pittsburg, the city of open-armed hospitality and the House of Heinz. Pittsburg, the city of successful business princes and of pioneer business schools; Pittsburg, the city of Andrew Carnegie and the School of Andrews." He concluded thus:

"As concerns Pittsburg, I believe Pittsburgers, instead of being grafters, are go afters. They go after things down deep in the earth; they bring to the surface heat and power. They mannfacture numberless articles which benefit the whole world. Hereafter we shall think not of smoky Pittsburg, but of sweet pickles

instead. Hereafter, when we partake of the 'fifty-seven varieties' we will think of the fifty-eighth—eloquence. Better a city of smokestacks than of cigars; better a city of smoke than of smokers.

"Again, on behalf of this federation, I extend to you sincere thanks for your cordial welcome."

PRESIDENT'S ADDRESS.

The president's address, which Mr. Arnold delivered as the next number of the program, was an able paper, containing many excellent suggestions and observations on the conditions touching our profession. The most easily quotable portions of it follow:

"Practical education is merely a sight method of making impressions upon the mind, but if it omits the moral and ethical end it lacks a fullness that is essential. Young men and women in offices have thrust upon them the highest responsibility in integrity, morals and honesty. They should be taught worthiness. Their public prominence also calls for strong ethical intelligence. To omit these qualities, or even one of them, from the personal characteristics of a desirable employe, jeopardizes the interests of the business. I repeat, then, that instruction, either in public schools or commercial schools, which does not include moral and ethical training is incomplete. * *

"In suggesting improvements, I mention first our textbooks. The rapidity with which commercial textbooks appear and disappear is laughable, and it must be lamentable for some publishers. Within ten years our whole scheme of presenting commercial education has been revolutionized. It was in a chaotic state. It is emerging from clouds of bewilderment. In the thought of Elbert Hubbard: "There he publishers who issue books that every school should be without."

"Now, what is the matter? Simply this: The aim of publishers and proprietors seems to be to reduce, clucidate and shorten commercial education and handle it as a commodity. In short, there are publishers marketing books to-day on the one argument of brevity. They are nutsholl books. No teacher needed; no studying necessary; a leisurely reading is sufficient. The arguments may fit the books, but the practical training for successful service is not obtained by such methods of preparation.

A leading publisher said to me not long ago that be could sell any kind of a commercial textbook, not because he is necessarily a successful salesman, but because the commercial school



P. S. SPANGLER, PITTSBURG, PA.

teachers and proprietors are unable to discriminate between good books and poor books. This publisher knows their credulity; other publishers know it. Consequently there are thrust upon us all kinds of books written by all kinds of authors.

ake our textbooks as a lot and compare them with standard textbooks used in public schools, leading colleges and universities, and the majority of them stand condemned because of the incongruous way in which the subjects are presented. The authors have overlooked the science of pedagogy. The dessert is as likely to be served with the potatoes as at the end of the meal,

"I entertain the idea that in the rapid growth and development of commercial education all textbooks should be revised at least every five years, many of textbooks should be revised at in use to-day in some business schools that have not been revised in ten or twelve years. There are others that have been revised to be made no better. Old books are not necessarily poor books, but ours is a peculiar kind of education, in that it has had a quick and rapid growth, necessitating many and constant changes in methods and improvements in the manner of presentation.

"To contrast, do any of you know of a school using typewriters ten, twelve or fifteen years old? If so, what standing or classification has that school among the schools of the country?

"Of the new looks on the market, many of them are the products of fanciful minds, theorists and money makers. They rarely represent the sifted research and results of classified knowledge and successful experience. Our publishers will take notice that while there is a demand for short, brief courses of study, such courses will subject both schools and publishers to public criticism in that they lack thoroughness. " " "

"I express it as my opinion that the textbook problem should be first on our list for consideration, possibly not by this convention as a body, but by us as individuals, teachers, proprietors, authors and publishers. Our imperative need is more good books, teachable books, pedagogical books, up-to-date books, representing the latest approved methods.

"Another imperative need of our commercial schools and commercial departments of high schools is better prepared teachers. This is necessary in order to place commercial education where it should rank among justitutions offering technical training. Our work commands a stronghold to the industrial life of the cities; our product is judged by its utility, which, in turn, bespeaks the efficiency of our teachers. We cannot, therefore, throw up better fortifications than to serve in the most useful and helpful manner the young area and women who come to us for training. * * * *

"Through a desire from teachers to secure positions, and a desire from proprietors to secure teachers, there came into ex-



L. A. Arnold, Denver, Col.



J. N. Kront, Chicago, Ill.



Miss Gertrude O. Hunnicutt, Lansing, Mich.

Istence what are known as teachers' agencies. The need for such service as could be rendered to both parties concerned is apparent and real. Whether justly or unjustly, teachers' agencies have come to be looked upon with considerable suspicion and disfavor. Even the best conducted and what might be regarded as the most successful agencies are not without bitter enemies. The position which an agency occupies between teacher and school is of such a nature that poor judgment, a commission, deception and misrepresentations often canse trouble of a serious nature. The ambitions and competent teacher is wise to be on the lookout for a better position, and the proprietor who is not equally wise and alert will find blimself surrounded by poor teachers.

"Present teachers' agencies do not seem to be serving either teachers or the proprietors satisfactorily. Just why it is a little difficult to say. It may be that the methods they pursue are injurious to the proprietor's interests. They may be antagouistic, but why should this be the case when a fairly and honorably conducted agency is supposed to serve both proprietor and teacher? One pays a commission for the service, and the other does not; possibly that is the reason. A commission could lead to much transgression. * * *

"The field of operation for this Federation is unlimited. It is not restricted to the East, West, North or South; its field is wherever there are commercial schools. Its place cannot be filled by an Eastern, Western, Central or State association. In membership and influence it has grown like the thrifty oak. Its affairs have been wisely and conservatively managed during the past eleven years. It would seem, however, that a limit may be reached unless the organization can be put more on a business basis. To be brief and direct, this Federation is in need of a permanent secretary, who will devote his entire time to the work. Impossible, you say? Not at all. Think or what could be done!

Besides the duties be now performs in helping to prepare the programs, printing and mailing them, looking after railroad and hotel accommodation, keeping the official records, etc., he could conduct an independent teachers' agency, prepare special advertising for the commercial schools, possibly printing the same for members; devise sets of office records and books to be used in different schools to give uniformity of work; and as our official representative in appearing before other educational associations, conventions, clubs, chambers of commerce, etc., and secure for us favorable recognition; cublect a library of the best books for business college purposes, which might be loaned to our members; gather information and statistics on different subjects with which our work deals, classify the same and pur it at the disposal of



D. L. Musselman, Jr., Quincy, Ill,



T. W. Bookmyer, Cincinnati, O.



T. P. Scully.

the members. This would be progress, and of such a kind that all would be benefited. You may ask who would pay the expense. My answer is, those who derive the benefits. The annual membership fees, the commissions from placing teachers, the profits on office records and supplies, the program advertising, advertising in the annual report, all would be sources of revenue for the Federation."

As chairman of the Executive Committee, II. L. Andrews suggested that it would be wise for the presidents of the different sections to appoint as chairmen of the executive committees of their sections members from the city in which the curvention was to be held. He also suggested that the Executive Committee and the Advisory Connell meet the day preceding the convention opening.

SATURDAY AFTERNOON, DEC. 28, 1907.

The second session was held Saturday under unique conditions. The convention as a whole had gone to the H. J. Heinz "fifty-seven" factory to inspect it and to be treated to an unusual luncheon of pickled products. The trip through the well-kept stables and the promising new Administration Building had been made, the visitors had sat through a lautern lecture showing the different parts of the plant, and the venerable Mr. Steen had told us all how to make vinegar. We had also compromised our digestions by absorbing "samples" of sauces, pickles, salads, crackers and coffee, when the usual courtesies of thanks and "don't mention its" came on. Out of these grew the suggestion on the part of Mr. Heinz that we hold our afternoon meeting in the auditorium in which we were then seated. It was carried with a rush-partly, no doubt, because our host declared that it would be the first time a visiting convention had held a meeting there. When we had quieted down to business, J. N. Krout, of the Northwestern Business College, Chicago, read a scholarly paper on "English in the Commercial School," which was well received, but discussed not at all. Mr. Krout said, in part:

"Business English is, or should be, supplemental work—the crowning structure, so to speak, as it is presumed that the stu-



F. E. Lakey



H. B. Smellie, Upper Alton, Ill.



. Morton MacCormac,

dent has had the necessary fundamental training to enable him to pursue successfully those features of English peculiar to a business education, although but few possess the ability to do so. It has been said that there are many good grammarians that can scarcely parse a noun, and there are also many pupils that can parse a noun that are not good grammarians. Present methods of presenting the subject of English are vastly superior to those in vogue years ago, when declersions, comparisons and conjugations constituted almost the sum and substance of a student's grammatical knowledge. Fortunate, indeed, are students that educators have reversed the process, and now lay the foundation before they attempt to rear the structure—have properly assigned technical grammar a secondary place.



J. F. FISH, CHICAGO, ILL.

"A student who cannot analyze a sentence, take it apart and give a tolerably correct idea of the use of every word it contains is not well qualified for a business man, much less for a stenographer, as without this ability he is mable to write a creditable letter or to transcribe from dictation intelligently. Neither can he apply the rules for punctuation, nor comprehend clearly instructions as to their application; and yet we find students very deficient in this particular feature."

SPELLING REFORM.

Genuine interest and enthusiasm was aroused by the admirable paper on "Spelling Reform" read by Miss Gertrude O. Hunnicutt, of the Lansing Business University, Lansing, Mich. Miss Hunnicutt said:

"One of the objections made to simplification which seems to carry most weight is that we will lose the glorious heritage of the past in the magnificent literature which belongs to the English race. These objectors seem to forget that the present editions of these writers of the golden age of English literature have been brought up to date in spelling. They forget that as the forms of words change, and new light is thrown upon the texts, new editions have always appeared in the spelling of the day, except the publications or editions of the English Text Society. They believe if an t is dropped here, an of changed to t elsewhere, silent c lost, we will lose our power to comprehend the literature. It is not, however, as if there were no printing presses and it would be necessary to make the changes in script writing.

"There might be some foundation for these fears if it was proposed to cut loose at once our moorings to all established forms. This is not contemplated by even the most archent advocates. The members of the Spelling Board are not extremists in any sense. They have not made the changes in the three hundred words causing so much discussion. They have simply collected them, called attention to their desirability and recommended their general use. They have been accepted by many men who are acquainted with the development of word forms. Yet if the idea of entire orthographic reconstruction should prevail we would not be cut off from the past. In early manuscripts it is not unusual to find several spellings of the same word in the same manuscript. The simpler form can be adopted. The publications of the English Text Society reveal this fact. * * *

"The State Teachers' Association of Illinois, Iowa, Minnesota and Wisconsin have approved the forms recommended.

"The Normal Schools of Colorado, Illinois, Minnesota, Pennsylvania and lowa have accepted the simplified forms and are teaching them, thus preparing a generation of teachers in those States who will be ready to use and teach these forms, "Fifteen hundred business firms are using the simpler forms, the three hundred words, in their correspondence and advertising, circulating in this manner thousands of pamphlets containing them, * * *

"What action, then, should the commercial school take in the question of spelling reform? Certainly it cannot afford to hang behind other schools in the presentation of this question. It cannot afford to wait until there is a general demand for these simpler forms:

"Therefore, in view of the fact that commercial schools are continually making use of new labor-saving devices, and are always ready, or should be, to lighten the work of the business man; in view of the fact that plans are being made to carry on the campaign in behalf of simplification more vigorously than ever, I do not believe that a body of men and women, having the progressive ideas that the members of the Commercial Teachers' Federation members have, can well afford to remain silent longer on this question. I would recommend that in the published proceedings of these meetings the twelve spellings used by the N. E. A. he used. I would also recommend that a committee be appointed, whose duty it shall be to continue the investigation of this subject, who shall endeavor to secure an expression of opinion on the part of business men brought in touch with the business schools of the country. Of course, in some communities it would not be advisable to require the use of these forms on the part of the pupils, but they should be made acquainted with them and with the thought of the country on this question.

"Belleving the National Commercial Teachers' Federation will realize that it is our duty to lead in these matters, I leave these few thoughts with you."

Discussion.

As was the case last year, Miss Humicutt's paper proved an excellently equipped, scholarly, dignified champion of the revised spellings recommended by the Simplified Spelling Board, and, as usual, Carl Marshall proved the implacable foe of anything and everything of the sort, Miss Humicutt, however, was backed by W. A. Hadley, of Chicago, and O. H. White, of St. Louis, to good effect. After the discussion ended it was discovered that Miss Humicutt's recommendation that the committee which had considered the matter during the past year be continued was carried, and a motion was made and carried that the papers submitted for the official report should be printed in the report in the spelling used by the authors. Mr. Gaylord managed to have adopted the very sensible suggestion that a preface be added to the report, to the effect that the authors of the papers were responsible



Mrs. J. F. Fish, Chicago, Ill.

for the spellings used. This didn't satisfy Mr. Marshall or Mr. Huntsinger, but personal feelings were waived when Mr. Huntsinger's resolution of appreciation of Miss Hunnicutt's efforts was adopted with enthusiasm and applause.

The next row was over the question of moving the time of electing officers and selecting place of meeting forward to that

night instead of leaving it until Tuesday afternoon. Mr. Gaylord and Mr. Marshall led the fight for it and won out, the business meeting being set for Saturday night.

Mr. Tinus's resolution that we adopt a membership card instead of the bulky, impractical certificates formerly used was sent to the Advisory Council, where it belonged.

SATURDAY EVENING, DEC. 28, 1907.

The proceedings at the night meeting Saturday were anything but edifying. Those who opposed the change in the program adopted during the afternoon session got together and agreed to "filibuster," so that no vote could be reached on business questions which might come up, and so that an early adjournment might be taken. The object, of course, was to compel the election of officers and place of meeting to go over until the following week, so that more members might be present and the program as arranged might be followed out. One of the first moves on the part of the "insurgents" was a motion to adjourn, made by J. D. Bruuner, Indianapolis, Ind. After a wordy war and a touching appeal by Mr. Andrews the motion was lost-only to be made again without delay by Euos Spencer. Once more the motion failed. Mr. Marshall's motion that the convention proceed to elect officers was amended and "substituted" out of any semblance of its original form until the chair declared the amendments out of order, and, on motion of Mr. Spencer, the whole matter was tabled. Mr. Gaylord thereupon promptly resurrected his suggestion that we



E. N. MINER, NEW YORK CITY. PRESIDENT FOR THE COMING YEAR.

proceed to decide between a winter and a summer meeting by moving that the winter meetings be adhered to. After speeches by E. N. Miner, C. P. Zaner, A. C. Van Sant, A. F. Harvey, C. H. Peck and Charles M. Miller in favor of the winter meetings, and deep silence on the part of the "summerites," the motion carried, thus disposing of a troublesome question and leaving no doubt in the minds of the members as to the preference.

An attempt to proceed to the selection of the place of the next meeting resulted in a farcical parliamentary tangle, in which the chair and the body were hopelessly muddled up. A motion to adjourn was again voted down; motions to lay on the table were carried and reversed; attempts to defer further business until Monday were futilely made and argued, long speeches were made in the interests of "harmony," and everybody got excited. So unsatisfactory did the outlook become that another motion to adjourn-made from another source-was welcomed with relief and accepted as the best solution of the problem. Net result-the winter meetings' were decided upon, everybody had lots of fun. some had their feelings hurt, and all voted it a schoolboy affair.

SUNDAY, DEC. 29, 1907.

Sunday was spent by the various members of the Federation as pleased their individual fancies. Some went automobiling, some went to church, and some examined the remarkable collection of shorthand books possessed by J. W. Beers and displayed at his charming home in West View, a hilly little suburb of Pittsburg. Mr. Beers has an extensive and valuable coflection and delights to be known as a shorthand "crank." In the evening the entire Federation attended the First Presbyterian Church and listened to a brilliant sermon by the Rev. Maitland Alexander.

On Monday afternoon the Federation listened to an able and scholarly talk by Arthur Hammerschlag, director of the Carnegie Technical Schools, Pittsburg. It was an unusually interesting and inspiring presentation of some sides of our work, and held the at-







Archibald Cobb, New York City.

tention of all until its close. Mr. Hammerschlag declared that the tendencies in American education are toward the vocational studies, defining vocational teaching in this manner: "By vocational teaching I mean that parent and child and the community are all at one in the belief that education is only education when it has its use, and its use in a direct sense, toward a vocation, an occupation or a profession." He also said: "I have no other message to you this afternoon than merely to emphasize my opinion that commercial education-or any other kind of educationcan best be imparted when it is imparted in such a way as to thoroughly implant fundamental principles. * * * The impor-tant thing is to implant them thoroughly." The speaker questioned whether it was possible for the commercial schools to give in the time at their disposal and during which the pupils are willing to remain, sufficient training in the subjects which the schools attempt to teach. He thought that such a Federation as ours should be able to do a great deal to educate the public into an understanding of the extent to which modern industrial and commercial methods have become complex.

THE VISIT TO THE STEEL MILLS.

Following the reading of this paper the body adjourned to visit the Homestead mills of the Carnegie Steel Company. After a pleasant ride through the residence portion of the city and around, over and alongside of the many bills about the city the party reached the works and was guided through the immense rolling mills. Mere adjectives can but poorly describe the Titanic operations of the huge machinery, the sturdy workmen and the glowing furnaces. Mighty billets of metal were put red hot on the rolls and flattened out by their mighty jaws, as the schoolboy might flatten out a piece of chewing gum. Great cranes, with snouts like an elephant's trunk, swung around and around, up and down, with majestic ease, reached out and picked up glowing blocks and set them down on tipping, tilting beds, which mercilessly forced them through the rolls that flattened them out into long, snaky strips of hot steel. The making of armor plate was shown, and a piece of armor that had been tested and indented by a shell was exhibited. It was well worth the long ride, the tramp over railroad tracks, the heat and dirt and discomfort to see such wonderful operations. Never before has the company permitted a visit to the armor plate works, and never before has it admitted ladies to parts of the plant which we visited. The extending of this courtesy to the Federation was a mark of kindness on the part of the Carnegie Company, and a piece of enterprise on the part of Mr. Andrews and his co-workers, that was much appreciated by all and highly commended,







Monday Evening, Dec. 30, 1907.

The annual banquet was held Monday evening in the Hotel Annex banquet room and was a very successful affair. During the disposition of the menu the orchestra entertained the diners

with numerous selections of a high order. Captain Ashworth, the first speaker, delivered a stirring patriotic address of remarkable vigor and optimism for a man of his years. Mr. Evans spoke very briefly for the city of Pittsburg, giving some interesting statistics connected with the early history of the settlement. Undoubtedly the most brilliant speech of the evening, and one listened to with the most interest, was that of Rabbi Levy, "the foremost Jew in America." For breadth of view, incisiveness and thoughtfulness his talk could not be surpassed. The rabbi told some excellent stories and made them point a moral and adorn his tale. His theme was "Evidences of Progress." One evidence of progress which gave him much cause for satisfaction is the spirit of opposition to war which is growing so rapidly in this age. Another evidence of progress is the extent to which the many now possess the things which were at one time the treasnres of the favored few only-among them education, riches, tolerance and the comforts of life. This excellent toast was followed by some funny stories by Dr. King.

The first toast from one of our own members was that of II. G. Healey, who paid a tribute to the older members of the profession. He said, in part: "While we will not admit that there are any old persons in our Federation, we know that some have labored longer in this particular field than others.

"Some members for whom we have the greatest esteem and admiration and respect, whom we have come to regard as our capitains, our colonels, our generals, are Sadler, of Baltimore; Williams, of Rochester; Brown, of Illinois; Musselman, Hinman



E. H. NORMAN, BALTIMORE, MD.

and others, and last, but not least by any means, our old 'Unele' Robert C. Spencer, of Milwaukee, (Applause). It speaks volumes for him when he is given the title of relationship. Those of us who are not acquainted with him should know a great deal and understand a great deal when they hear him called 'Unele Robert.' This is the first of the twelve annual meetings he has ever missed.

"Education is the spring of eternal youth. We are in constant contact with the young, and somehow adapt ourselves to them. Nothing else can be so effective as tout to keep us young. In the hall of fame of business education are inscribed many names. That hall of fame is in the hearts of our members. The time may come when practical education in the United States of America may have a hall of fame—that is, a visible and tangible one—but it can be no more permanent or no more real than the one we now have."

Dr. II. M. Rowe followed Mr. Reatey with a response to the toast, "From Odium to Dignity," Dr. Rowe said; "The odium, if there was odium, which may have attached to the work of the fathers and founders of this line of education must have arisen through a misunderstanding of what they did. It must have come largely from without. Of course, mistakes were made because they took up this work for nothing. They met a demand which they thought existed, and which we now know existed, but they did it without any special preparation and under circumstances which must have been discouraging. They may have adopted methods which sayored of bombast, that were not in keeping with the methods that had been followed in other lines. It is possible, even at this present day, that some of the things we are doing are not just the things which would make the best impression on those not familiar with the true spirit of our work.

"Our work has at least come to be recognized by the educational authorities of this country as one of pre-eminent importance. A college president said to me the other day that he took off his hat to those men who were not of a university, who had no special training, but who were able to recognize, years in advance of those whose business it was to give instruction, what were the demands of this country and its industries."

TUESDAY AFTERNOON, DEC. 31, 1907.

Tuesday afternoon a paper by D. W. Hoff, of Lawrence, Mass., on "What Makes for Better Teaching," which was to have been delivered on Saturday afternoon, was presented, Mr. Hoff made the point that a well-rounded teacher should be a cultured man, and that every teacher should strive for this broader self-culture, and should be a factor in the life of the community as much as possible. He urged the mingling with people who do things, the reading of new books and good magazines, and the cultivation of a fad or hobby. He thought the teacher should be in touch with the great political and economical problems of his day, and urged that every teacher should be an active member of some progressive organization of educators, and concluded with this appeal: "Fellow Teachers—Whether we are but thirty years old, or sixty years young, let us not be content simply to exist—let us live!"

One of the best and most eloquent papers ever read at a convention was that of E. H. Norman, Baltimore, Md., who followed Mr. Hoff. Mr. Norman's topic was "Peace on Earth, Good Will Toward Men." His paper was a feeling discussion of the conditions of fierce competition between business schools and an appeal for a funeral at which all the old animosities and destructive competitions should be buried deep. Mr. Norman detailed the success which had followed the attempt of the Baltimore hismess schools to get together, and said that he hoped that the Baltimore idea might sweep over the country. This paper will be published in full in our next issue.

ANNUAL BUSINESS MEETING.

Following the delivery of Mr. Norman's speech and preceding the business meeting, J. 1. Buchanan, president of the Pittslurg Trust Company, delivered a talk on husiness penmanship, which, though very interesting and instructive, does not permit of being quoted very freely.

Under the head of new business, the committee on recommendations contained in the president's address reported that it recommended that the chairman of the general executive committee should reside in the convention city, and that, If possible, all the members of the executive committee should be within easy reach of the convention city, and that the advisory council and the executive committee members should meet the day preceding the convention, and also during the year if possible. The recommendation was adopted without opposition.

The advisory council recommended the adoption of a membership card which would take the place of the present certificate, and that the executive committee be instructed to prepare and print a card about 2½x4 inches, and that the eurolling committee issue such a card to each member upon the payment of also dues. The card is to be signed by the president of the referration and countersigned by the president of the affiliated body in which the member wishes to be enrolled, etc. The recommendation was adopted, as was also the recommendation of the council that the general secretary be empowered to secure shorthand reporters for all the meetings of the Federation and the sections, and that these reporters be compensated for their work.

An esolution was also adopted instructing the treasurer to indemnify himself against possible loss of the funds of the organization by reason of the failure of the banks in which he had deposited the money.

A new by-law was also adopted which sets forth the details for the carrying on of the elections of officers in the Federation and the sections. The by-law contained nothing new, but simply put into effect in a formal manner the plan under which the elections are now held. Probably the most important recommendation to be adopted was that which provided a new by-law, under the terms of which the business meeting of the Federation for the purpose of holding the general election of officers and selecting the place of meeting should be held on the afternoon of the day next preceding the last day of the meeting.

Considerable debate was incurred over the recommendation that the sum of \$500 be voted for the use of the president and general secretary in popularizing and improving the work of the Federation. At Mr. Miner's suggestion an anneadment was offered which voted the general secretary a salary of \$500, and that another sum of \$300 be voted for incidental expenses, etc. After considerable discussion and a statement on the part of the treasurer that there would probably be about \$1,500 on hand at the end of this meeting, it was decided that the recommendation as

made be adopted, and that in addition to this expenditure of \$500 the general secretary be paid a salary of \$300 and allowed to continue the present plan of receiving a commission of one-third on all advertising secured for the program of the meetings.

The hody now proceeded to the election of officers for the coming year, resulting in the unanimous choice of E. N. Miner for president, J. F. Fish for first vice-president, Miss Elizabeth Van Sant for Second vice-president, J. C. Walker for secretary, and C. A. Fanst for treasurer. Mr. Miner, in responding to the call for a speech, spoke as follows:

"Gentlemen and Ladies of the Convention, Brothers and Sisters: It is unnecessary for me to state how deeply I feel the honor you have bestowed upon me. I can only assure you that my labors in your behalf, such information as may be possessed by the president of the Federation, working in harmony and in conjunction with his various executive committees and advisory council, shall be of the most earnest kind, and shall at all times and in évery instance tend to the uplifting and the betterment and advancement of commercial education. (Applause.)

"I have no creed as respects commercial education. It is all one to me, from Maine to Flyrida, from Texas to Washington, from Wisconsin to Mississippi, from the Penmanship Section to the Bookkeeping Section, the Commercial School Managers and the Business Teachers, and last, but not least, very dear to my heart, the Shorthand Teachers.

"I shall endeavor to do my best, I shall try at all times, in every thing that may affect your interests and the interests of the commercial schools of this country, that may come before me, to be conservative in my action, to be guided by the best counsel that I can get from the advisory council and from the executive committee, from older heads than mine, although mine has perhaps grown gray in the service. I shall serve you the best I can. You have only to point the way.

"I thank you again for the great honor that you have conferred upon me, and I shall do my best for you in every way." (Continued applause.)

A great deal of surprise was occasioned by the fact that when the selection of a place of meeting for next year was brought up the city of New Orleans came within three votes of securing the convention for next year. The invitation to meet at New Orleans was extended by Colonel Soule, through C. P. Zaner. Several of the politically inclined set to work to stir up enthusiasm for New Orleans, with the result that fifty-two votes were cast for that city as against fifty-five for Indianapolis, the city to receive the honor of securing the next meeting. Ann Arior and Omaha were also suggested, but Indianapolis sentiment ran high, especially as Mr. Lockyear and the Indianapolis hommers promised to have Vice-President Fairbanks and James Whitcomb Riley present at the next meeting.

Following this the usual motion of appreciation and thanks was extended to the executive committee, the city, the press, Mr. Heinz, the Carnegie Mills, etc., and an adjournment to Indianapolis, 1908, carried with a rush.

NATIONAL BUSINESS TEACHERS' ASSOCIATION



HE sessions of the Business Teachers' Association were all held in the Martin School. The room was admirably adapted to the work, several large exhibits being made there. D. L. Musselman, Jr., of the Gem City Business Col-

lege, Quincy, Ill., presided.

The secretary, E. G. Jones, of Johnstown, Pa., was a midyear appointment. He made a few remarks regarding the general management of the section, and suggested that some one be elected who would be energetic in collecting all dues and building up the section.

The first subject on the program was a paper entitled, "To What Extent, and in What Way Should we Teach Business Ethics?" by E. N. Miner, editor of the Phonographic World, New York. Mr. Miner read a very forceful paper, and we hope to publish it at length.

The discussion was very favorable. Amos Cassell, of Eric, Pa., stated that a talk of this kind was just what the teachers needed. There is a great tendency among business school men that they must do their share in character building.

E. E. Gaylord said that one should not only teach business ethics, but, as the teacher is always an example, he

should be the perfect embodiment of all that he would $n+\varepsilon$ his pupils be.

A. F. Harvey, of Waterloo, Ia., stated that the Executive Committee should be commended in highest terms for putting the subject on the programme. Business ethics is a subject that should be taught in the schools, and that business school managers and teachers should ever be beyond criticism in their general deportment in business life.

C. C. Marshall, of the Goodyear-Marshall Publishing Company, Cedar Rapids, Ia., then read a very vigorous paper on the subject: "Is There a Place for Grammar in the Business Course?" This paper we hope to publish in full in a later issue. There was no discussion.

It was decided to hold the election of officers on Saturday. A motion was made to that effect by E. E. Gaylord, of Beverly, Mass., and seconded by W. L. Cochran, of New York.

SATURDAY, A. M., DECEMBER 28.

The meeting was called to order by the president, Mr. Musselman. F. E. Lakey, of Boston, Mass., read a paper on "What Shall We D) with the Student Who Comes to Us



E. E. MERVILLE, CLEVELAND, OHIO.

Without Sufficient Previous Education?" Among the most interesting points brought out by this valuable paper were the following:

"To sum up briefly the causes which send us pupils poorly prepared are four:

"I. Unavoidable ones. 2. Lack of opportunity. 3. False ideas of school life. 4 False advertising. The remedies suggested may be grouped under three heads: 1. Special help for temporary cases. 2. Special classes for the poorly prepared, both for their sake and for the sake of the real work of the school. 3. Correct teaching based on a knowledge of the human material backed by honest advertising. The results we may fairly expect to attain are: 1. Strong and loyal graduates and non-graduates. 2. Better public epinion. 3. Better schools."

Mr. Lakey spoke at length on these topics, and we hope to publish more complete abstracts in a later issue.

C. N. Smith, representative of the Burroughs Adding Machine Company, Detroit, Mich., gave an interesting talk explaining the various uses of this valuable invention. Many (Continued on page LXXIII.)



FLASHLIGHT PHOTOGRAPH TAKEN AT THE BANQUET, MONICAY EVENING, DECEMBER

CONVENTION NOTES



HE meetings of the National Commercial Teachers' Federation have come to mean a family reunion. Despite the fact that meetings have been held as far west as St. Louis, and as far north as Milwaukee and Detroit, and south as

Lat as Cincinnati, in each section there are a few loyal members who are always present. Now that twelve meetings have been held and twelve weeks have been spent in professional communion, these members have come to constitute a professional family, and their neeting is as happy and their parting is reluctant as these in the family relationship.

Pittsburg is all right! Eve member was happily surprised by the beautiful weather and clear atmosphere. We all went pessionsts and retifined optimists

The High School Section is a large and growing member.

Would it not be well if the Private School Managers could arrange their programs so that they might attend the meetings of some of the sections? They miss many good things that they ought to hear and sec.

The Penmanship Section is the largest in the Federation. It is also one of the most harmonious. One of the prominent members of the Federation visited the section several times, and he stated, "I like to visit this section because they do things,"

Andrews and Spangler made a magnificent convention team. Andrews retired each morning at three o'clock and was up again at six as fresh as if he had slept ten hours. He said he never enjoyed himself so much in his life.

Pittshurg promised much, and when it came time to deliver the goods they were there. Every promise was more



7. SHOWING ABOUT TWO-THIRDS OF THE ENTIRE ATTENDANCE AT THE CONVENTION.

than fulfilled. The measure was shaken down and running over.

The Indianapolis meeting should be a good one, and if the members from Hoosierdom succeed in equalling the Pittsburg meeting they will have to do some hard work between now and next December.

Maybe the penmen were not glad to see Mills, the champion of them all. Yes, indeed. Furthermore, they met a real man—with real red blood in his veins—with character and poise. Mills, Lister, Doner, McIntyre, Zaner, Palmer, Williams, McCann, Chambers, Risinger, Faust, Fish, Staey. Is not that a group worth going to Pittsburg to see?

The penmen did not forget their president and secretary. Chambers, with his heautiful cane, looked quite like a Fifth avenue swell, and Stacy, with his new pockethook, was easily mistaken for a Wall street magnate. * It is now "58" varieties instead of "57," and we are the 58th. We were received with open arms, and sealed on the spot in true Heinz fashion

And the lunch—wasn't it good? Hereafter the Heinz products are good enough for the business educators. Some of the good housewives should have been present to hear the lecture by the dean of the faculty, Prof. Steen, V. C. P. D. (Doctor of Vinegar, Condiments and Pickles), on the subject of vinegar. One of the educators present when the lecture was finished remarked that he wished he had some to drink. We presume, of course, he meant vineour

Norman's fairyland banquet must be realized at the Indianapolis meeting. World it not be a beautiful picture to see Norman as Noah, watching the educators as arm in arm they marched into the banquet hall just as the animals of old entered the ark? (Continued from page LXXI.)

school proprietors are now equipping their schools with adding machines, and this talk was both timely and profitable.

M. H. Lockyear, of Lockyear's Business College, Evansville, Ind., read a paper on "How Good a General Schooling Should a Business Teacher Have?" Here are some of the chief points made:

"First of all, a successful commercial teacher should be the possessor of an investigative mind. He should learn from observation the practical things of life which are not included in the curriculums of business schools. He should use good English, be a good penman, he accurate at figures, be correct in deportment and be a lover of the truth.

"This subject also involves the quality and kind of training furnished by our public schools, and right here permit







J. W. Bee

Raymond P Kelley, Chicago, 1ll.

R. E. Tulloss, Springfield, O.

me to call your attention to the fact that the proprietors and teachers in our business schools have but little knowledge of the branches taught in the public schools of to-day or how the instruction is imparted. We too often judge of the quality of the work done there by the product that comes to us, which is not of the best, for quite often careless and indifferent pupils enter our schools because they are behind in their classes of dissatisfied with the public school. For these reasons, I believe it would be a profitable expenditure of time for us to make occasional visits during the recitation periods to our public schools, especially in the higher grades, in order that we may at least get a glimpse of the methods of teaching .ow in vogue."

Mr. Lockyear emphasized the fact that in order to be of the most benefit to the unprepared student entering the average business school the commercial teacher should know something of what is taught in the schools from whence he comes. He also stated that the teacher of business branches should at least have as good an education as the average teacher in the public schools. Commercial schools should urge young people to attend the public schools, if possible, until graduated from the high school.

"In conclusion allow me to say that the instruction secured in the public school and the experience as a student and as a teacher in a commercial school, should all combine in giving the true commercial teacher a willingness to give his life for his students."

The section then proceeded to the election of officers with the following result: M. H. Lockycar, Evansville, Ind., president; E. G. Jones, Johnstown, Pa., vice-president; Amos Cassell, Erie, Pa., secretary. Executive Committee: F. E. Lakey, Boston, Mass.; E. M. Huntsinger, Hartford, Conn.; E. H. Norman, Baltimore, Md.

Monday A. M., December 30.

The president, Mr. Musselman, having been unexpectedly called to his home, the newly elected president, Mr. Lockyear, presided.

The first paper on the programme was by Earl L. Virden, of the Chicago, Ill., Business College, on the subject of "To What Extent Should We Teach 'Office Deportment' to Students?" This paper is well worth publishing in full, and we

hope to have space for it. It was one of the most valuable papers read before this section.

R. H. Peck, of Davenport, Ia., then followed with a paper entitled; "Office Devices in the Class Room." He spoke of the duplicating class of machines, and said that no machine had ever been invented that had given such an impetus to business as had the typewriter. He also spoke of the importance of training students to do successful work on the mimeograph. The multigraph is a new invention, and its use and value in the school room should be appreciated. As a duplicator, where many copies are required, it has no equal. The typewriter, with adding attachment and billing machines, all received attention. Mr. Peck is an advocate of more machinery in the schools. Every business school should be equipped with all the latest appliances, and the pupils should be trained. Too many schools are satisfied with an equipment of a few tables and chairs. Adding machines have their place in all well regulated business offices, and we ought to equip our schools with them.

A. D. Wilt, of Dayton, Ohio, opened the discussion, and spoke of the use of the phonograph, saying that it in no wise competed with shorthand.

It was suggested that the president of the section endeavor to arrange matters so that Mr. Peck's talk could be given before the general Federation.

Archibald Cobb, of the Remington Typewriter Company, New York, read a paper on the subject, "The Typewriter in Bookkeeping and Billing." At the present time bookkeeping to a very great extent is being done by the use of typewriters, and Mr. Cobb described the uses of the machine in this connection.

George C. Russell, of the Smith Premier Typewriter Company, Syracuse, N. Y., described at length the results of a visit to England, Ireland and Scotland and some of his experiences in endeavoring to introduce lahor saving devices in the offices of the old country. He said that in England he found in many of the largest houses customs which had been in vogue for upwards of two hundred years. Much of the work is duplicated, and everything is conservative to the extreme. As an illustration, he spoke of an order which they







R Gregg



A C. Van Sant,

placed with a large house for a small quantity of merchandise, and said that the order was copied twenty-nine times before it was finally filed away.

In one of the houses, not a very large one, there were five clerks kept constantly employed looking up lost orders.

Most of the good things come from the West. He described at length the methods in one of the large mail order houses in Chicago, where more than two hundred thousand dollars' worth of mail is handled every day.

E. E. Merville, president of the Spencerian Business College, Cleveland, Ohio, read a paper on the subject, "Business Shows, and What Business Schools May Learn from Them." The business show has many lessons for the school proprietor, the chief being to help him keep abreast of the times so far as inventions and equipment are concerned.

This completed the entire programme of the Business Section, and the adjournment was final.

NATIONAL SHORTHAND TEACHERS' ASSOCIATION

FRIDAY AFTERNOON, DEC. 27, 1907.



HE first important feature of the twelfth annual meeting of the National Shorthand Teachers' Association, held in Pittsburg, December 27-31, was the reading of the address of President Tinus. In his address Mr. Tinus made several

excellent recommendations touching upon the conditions obtaining in shorthand teaching. He said, in part: "Here permit me to offer a friendly criticism of some of the books on shorthand. It is this: Authors and publishers, in endeavoring to meet the seeming popular demand for short courses in shorthand, have gone dangerously near the opposite extreme by making their books mere skeletons, giving only outlines, as it were, of the systems they would present, thereby adding much to the erroneous opinion held by many prospective students of the art, viz., that to become a good shorthand writer it is only necessary to devote a few hours' study to the subject, at convenient intervals for a few weeks, and the task is accomplished. Let us not get the course of instruction too brief, and further, in the vain endeavor to give the student a great deal of sentence matter to write-easy letters, etc.-let us not neglect to teach him word-building, instantaneous word-building, that peculiar ability necessary in all rapid writing of difficult matter, and without which the writer is a hopeless failure."

Secretary Haymond reported a balance of \$54 on hand to be turned over to the general secretary. The chairman of the Executive Committee, Ford O. Harrison, also reported briefly.

Archibald Cobb, of New York, read a paper, in which he argued that the schools teaching shorthand should endeavor to interest business men and professional men and the public generally in shorthand as a means of writing, instead of confining themselves to the value of shorthand as a position-getting subject. It is Mr. Cobb's belief that the schools can do much to make shorthand more widely taught and generally practiced, and that to do so would bring its inevitable reward in increased business.

W. D. M. Simmons, Nashville, Tenn., after contrasting the merits of the sight and touch methods of teaching type-writing, pleaded for a scientific keyboard which would commend itself to the typewriter companies for universal adoption. His paper provoked a great deal of discussion and caused the appointment of a committee to consider the matter and report at the next meeting. The committee appointed consisted of Mr. Simmons, Mr. Van Sant, Miss Healy, Mr. O'Keefe and Miss Horner.

SATURDAY FORENOON, DEC. 28, 1907.

Saturday morning the paper of Thomas P. Scully, entitled "What Should Be Accomplished During the Theoretical Period of the Shorthand Course," was read by Mr. Kelley. Mr. Scully emphasized the fact that a thorough knowledge of the principles of the system was the basis of shorthand ability, and that the theoretical period of the course should include a great deal that might possibly be thought to come under the head of more advanced work. He secures good results in typewriting by stimulating enthusiasm through the means of comparisons of the work of his pupils, etc.

W. P. Potter, Sparta High School, Sparta, Ill., took up the subject, "What Should Be Accomplished During the Dictation Period," and gave an excellent paper on the subject. His idea is that dictation practice from the works of the best authors should be a feature of the advanced work, and that it is not necessary to sacrifice legibility for speed. He called

attention to the value of commercial geography and commercial law, and thought that business writing should be a requirement of the shorthand course.

J. N. Kimball. New York, read an unusually happy paper on the subject, "The Hobbies and Fads in Teaching Shorthand." It was one of the most amusing and interesting papers heard for some time, abounding in clever turns and excellent stories. One of Mr. Kimball's hobbies is the giving of dictation practice by means of the phonograph.

"The Shorthand Teachers' Library" was treated by J. W. Beers, who has one of the finest collections of shorthand books in the world. Mr. Beers argued that the shorthand teacher should have an interest in something outside of his subject, and that this interest should be one that would take up his attention in a systematic manner. Mr. Beers's paper was received with very much interest because of its practical nature and the authority with which he could speak.

MONDAY FORENOON, DEC. 30, 1907.

Monday morning Mr. Kimball's paper was followed up by a presentation of the advantages of the talking machine in schools by Russell Mitchell, of the Columbia Phonograph Company, Pittsburg. Mr. Mitchell explained the advantages of the phonograph as a mechanical adjunct to the teaching of shorthand. He was followed by Mr. Lyttle, of the Edison Phonograph Company, Pittsburg. Both of these gentlemen were very closely questioned by those who were interested in the subject of talking machines. They made an excellent impression upon the body, and doubtless made many friends for their devices. The matter of phonograph dietation and



C. R. TATE, CINCINNATI, OHIO.

the problem of class teaching versus individual teaching were discussed briefly by John R. Gregg, Miss Mollie Wilson, Dubuque, Ia.; Robert A. Grant, L. P. Bettinger and S. H. East.

The most formal paper at this session was that of R. E. Tulloss, Springfield, O., who spoke on the subject, "My Method of Teaching Touch Typewriting." Mr. Tulloss's paper proved to be one of the best of the entire convention and provoked a great deal of valuable discussion. The most important feature of his method is that he begins by teaching the use of the index fingers instead of the little fingers, starting with the centre of the keyboard instead of the outside keys. Mr. Tulloss argued that this method of beginning with the easy fingers and proceeding to the difficult ones by gradual stages was the only pedagogically correct method of teaching fingering. He made his point so convincingly that many of those present were led to believe that his plan possessed advantages over the other plan. The discussion was participated in by L. P. Bettinger, who said that he had been very successful in teaching a method similar to Mr. Tulloss's; also by J. A. Lyons, Robert A. Grant, A. C. Van Sant and others. On motion the discussion was carried over until the next morning, so that it might be taken up and continued at greater length.

Tuesday Forenoon, Dec. 31, 1907.

When the discussion was renewed on Tuesday morning it lagged somewhat, as the banquet seemed to have tired out those who had participated in the discussion with so much interest on Monday. The point was made, however, by Miss Gertrude O. Hunnicutt that a mistake is made in emphasizing too much the difficulties likely to be encountered by the pupil in training his little fingers. Her idea was that the little fingers should not be dubbed weak or difficult, thus reenforcing Mr. Tulloss's arguments in favor of beginning with the fingers concerning which no question of weakness or difficulty can be raised.

Frank E. Pelton, official reporter of the Common Pleas Court, Pittsburg, read an exhaustive paper on a "Reporter's View of Shorthand." It was a statement of the views of one who, while not familiar with all the details of teaching, had observed closely the conditions prevailing in the shorthand profession. He divided stenographers into two classesthose who could deliver the goods, and those who were willing to work for experience, salary no object. He said: "To the first class I say, God speed and good luck; to the second class I say, either quit the business entirely or go back to school." Mr. Pelton said that the shorthand schools should and could kill off the second class. He made the suggestion







F. H. Bliss, saginaw, M.ch.



that nothing short of a common school education should qualify a person to take up the study of shorthand, and that those not possessing it should be discouraged from attempting the study. This paper was discussed by Mr. Van Sant, Mr. Gregg, Mr. Ross and Mr. Andrews.

A paper of unusual interest and value was that on "Business Practice for the Shorthand Course," by C. A. Balcomb, Spencerian Business School, Cleveland, Ohio. In his paper Mr. Balcomb touched upon the ever-present problem of fitting shorthand pupils for office work and equipping them for the many duties that are now required of a stenographer in a business office.

He said that young stenographers learned more in the first month in a good business office than they learned in the last two or three months of their business college course. He thought that the last month or two of the average pupil's course is largely wasted and that enthusiasm is almost entirely lacking. He called attention to the inability of the average young stenographer to bill correctly and rapidly, to tabulate, to file letters, to mail, enclose, seal and stamp, etc., to say nothing of depositing money and being familiar with telegrams, orders, way bills, etc. He even went so far as to intimate that few business college graduates could copy twenty-five circular letters without making an error, and asked how many students in business colleges could take a letter in longhand and from dictation at the rate of twenty words a minute make a perfect, or even an acceptable tran-

The point of Mr. Balcomb's paper was that a business practice department should be inaugurated and that the pupils should be given actual, practical work. He argued that there was time enough for this in the course if the course was managed rightly.

Reports of committees, election of officers and general business was the next on the program. Miss Hunnicutt gave her report as chairman of the Committee on Simplified Spell-

E. N. Miner called the attention of the association to the fact that there was a rule on their books against using the meetings as advertising mediums for any company, or the rooms in which the convention is held as a place for distributing advertising matter. He said: "I object to advertising of any nature whatever in the rooms of this association. I think that our secretary and executive committee should see to it that after we have passed a resolution and adopted it as the law of this body that it should be enforced to the letter. We should not make fish of one and flesh of another." Mr. Miner also mentioned the importance of the office of vice-president, as that officer is manager and conductor of an employment department for the benefit of the association. "I sincerely hope," he said, "that the presidentelect will instruct his executive committee and advisory council so that this employment department in the year to come may be productive of some results, and that this body, as a whole, may work for the teachers who need our help. We are the National Shorthand Teachers' Association, and as such we should look to it that we assist the teachers in every way we possibly can."

The following officers were elected for the coming year: President, Raymond P. Kelley, Chicago, Ill.; vice-president, W. D. M. Simmons, Nashville, Tenn.; secretary, F. E. Haymond, Evansville, Ind.; advisory council, W. I. Tinus, Chicago, Ill.; John R. Gregg, New York; D. D. Mueller, Cineinnati, O.

The meeting adjourned.

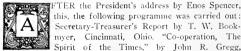
NATIONAL PRIVATE SCHOOL MANAGERS' ASSOCIATION

FRIDAY, A. M., DECEMBER 27.

this, the following programme was carried out:

Secretary-Treasurer's Report by T. W. Book-

myer, Cincinnati, Ohio. "Co-operation, The



Spirit of the Times," by John R. Gregg, Chicago, Ill. General Discussion.

SATURDAY, A. M., DECEMBER 28.

"Possible Benefits to be Derived from a Summer Chautanqua," was the subject of a paper read by A. F. Harvey, of Waterloo, Ia. This was discussed by H. M. Rowe, Baltimore, Md., and George Vincent, Chicago, III.

Monday, A. M., December 30.

The meeting was called to order by the president, Enos Spencer at 9:45. The committee auditing the books of the secretary and treasurer reported that the books were found to check up all right.

The report of the committee on a summer chautauqua was made verbally by the chairman, A. F. Harvey, and the committee was continued and advised to act definitely in matters during the summer for a chautauqua meeting with the New York Chautauqua.

H. G. Healey, of New York, next read his paper on "An Economical View of the Sale of Tuition," which was discussed by Mr. Simmons, of Nashville, Tenn., and H. A. . Hall, of Pittsburg, Pa.

It was announced that a trip to the Carnegie Steel Mills was to be made this afternoon.

Miss E. M. Johnston, Elyria, Ohio, next read her paper on "Uniform Entry Requirements," which was discussed by several of the members.

H. G. Yocum, of Massillon, Ohio, next read a paper on "The Necessity and Possibility of Organization," after which the meeting adjourned.

TUESDAY, A. M., DECEMBER 31.

A report of the committee on securing a general secretary was given by the chairman, J. D. Brunner, who stated that the committee had decided that there was not enough funds to warrant the employment of a general secretary for the association. It recommended the hiring of a stenographer for the office of the secretary and president of the federation, to secure new members and advance the object of the convention by correspondence.

L. A. Arnold, of Deuver, Col., next read his paper on "Most Urgent Needs of Business Colleges," which was discussed by Enos Spencer.

A resolution was proposed by Enos Spencer, as follows: The Chair desires to make the following recommendations:

I. That the very important matter of tuition rates may be carefully considered by thoughtful men who will take up the subject as a business proposition. I recommend that there be appointed a commission of five (5) members to be known as the "Commission on Tuition Rates." That said commission shall be charged with the duty of investigating conditions prevailing in different parts of the country, and recommend what they consider a fair, equitable rate of tuition for every city and locality. That said rates be submitted to every member at the earliest possible date, and also reported to this body at its next meeting.

2. In view of the fact that when this section holds its meetings at the time and place of the annual meetings of the federation, and the other sections, our officers who give proper attention to their duties and all members who get full benefit of our meetings, are deprived of the pleasure and advantage offered by the other sections, and further tliat when our members are true and faithful to their obligations to our sections at these annual meetings the other sections are deprived of the presence, wisdom, advice and counsel of our members; and still further, our membership being composed entirely of managers and proprietors, they are deeply interested in the meetings and work of the other sections, and should attend all their meetings; therefore, it is recommended that if it can possibly be arranged, the meetings of this section be held at a time and place separate and apart from the annual meetings of the federation and sections other than this; and further, that this recommendation may be properly carried out if proper support from our membership can be secured, the incoming executive committee is requested to correspond with the members and if they can secure the definite promise of a sufficient number to attend a midsummer meeting they be and are hereby authorized and empowered to call such meeting at such time and place as they may deem best

It was moved, seconded and carried that a commission on first recommendation of the above resolution be concurred with.

It was also moved, seconded and carried that the second recommendation be referred to the Executive Committee and instructed to carry it out. A report of the Summer Chautanqua Committee was given by Chairman A. F. Harvey, as follows:

We, your committee appointed to confer with the authorities of the Chautauqua (N. Y.) Association concerning a summer session, not being able to get a definite proposition from that association until several days after this meeting shall have adjourned, therefore recommend that the matter be referred to the President and Executive Committee with power to act.

A. F. HARVEY, Chairman.

The committee on tuition rates was appointed by the Chair as follows:

The West—J. A. Lyons, Chicago, Ill.
The East—E. M. Huntsinger, Hartford, Conn.
The South—George Soule, New Orleans, La.
The North—D. N. Berkey, Cleveland, Ohio.

The association next proceeded to the election of officers which resulted as follows:

President-E. E. Merville, Cleveland, Ohio.

· Vice-President-A. D. Wilt, Dayton, Ohio.

Secretary-Treasurer-T. W. Bookmyer, Cincinnati, Ohio.

The new President, Mr. E. E. Merville, next addressed the association and gave his appreciation of the honor conferred upon him in electing him its president. A motion was carried to adjourn subject to the call of the Executive Committee.



11. M. Rowe, Baltimore, Md.

NATIONAL PENMANSHIP TEACHERS' ASSOCIATION



HE meetings of the Penmanship Section were held in the Martin School. The first session was held on Friday afternoon, December 27th. There were about three dozen teachers present. The reading of the minutes of the previous meeting

President's Address.

The president, C. S. Chambers, of Covington, Ky., made a few opening remarks. He said, "We gather here from the East and from the West for the purpose of exchanging ideas. I hope that none will keep silent. If you have one good idea that will advance the cause of good writing, let us have it. I am sure that every one has something to contribute. If you have not, then you are not progressing." Mr. Chambers stated

further that he had found that it was the man or woman who deviates from the beaten path that is usually enthusiastic about his work.

TALK BY MR. PLUMMER,

The first number on the programme was a talk entitled, "The Value of Extremes in Business Writing," by J. E. Plummer, Sadler's Business College, Baltimore, Md. Mr. Plummer is himself a good illustration of his subject; namely, that he is an extreme of conscientious, earnest and positive effort. As a pedagogic dynamo of almost irresistible dynamic force, it would be difficult to find his equal. If any of his







D. Pinks, L. C. McC

Covington, Ky,

pupils succeed in thinking of anything except the lesson in hand, they are certainly young men and women of extraordinary will power. Mr. Plummer's talk was pedagogical rather than penmanistic. He is a veritable live wire, and unless we mistake not, every teacher who heard his talk was compelled to imbibe a fair share of positivism.

According to Mr. Plummer's idea there are two essential things to make one a success in writing; first, being careful and auxious to learn—in other words, being interested; second, training pupils to see. The average pupil cannot see. He cannot judge strokes, neither length, slant nor weight. It is the teacher's chief duty to help him see. Mr. Plummer is deviating from the beaten path considerably in that he teaches the lateral movement before the up and down.

C. A. Faust, of Chicago, III., was asked to discuss the paper, and did so by illustrating how he developed the lateral movement.

R. A. Grant, of the Yeatman High School, St. Louis, Mo., was next on the program. The subject of his paper was, "Speed and Legibility vs. Slow, Accurate Writing in the Class Room." He prefaced his remarks by saying that while he was not at present teaching writing, yet the success he had achieved in life was due almost entirely to the fact that he had devoted a great deal of time to penmanship and methods of teaching it. Mr. Grant emphasized the importance of practical penmanship, spoke of some of the changes that had taken place in the past few years, and called attention to the tendency at the present time to teach a more practical style of writing. He said in part: "While it is perhaps the intention of all teachers of penmanship to train their pupils to write an easy, rapid, practical style, many fail to develop a reasonable degree of speed when combined with ease and legibility. We should teach our pupils to write while in school just the way they will be required to write when they enter a progressive business office.

"The successful teacher must be a thinker, an investigator, a person who is willing to weigh the merits of all systems and methods impartially and then act in accordance with his own best judgment.

"While it is desirable that the teacher of business writing should learn to write an accurate, ornamental style, for this will give him control and knowledge of the movement that can be gained in no other way, it is more important that a plain, connected, business style be well learned."

He gave the teachers a real lesson, and the speed kept them moving pretty rapidly. Eighty capital A's were made per minute. He drilled them on several of the small letters, and, while maintaining that legibility was of first importance, yet the writing should be done at a business rate of speed.

SATURDAY, A. M., DECEMBER 28.

The first number on the program for Saturday's session was a talk entitled, "The Teacher and His Subject," by Horace G. Healey, editor of the Penman's Art Journal. New York. The discussion dealt with the historic and present use and importance of the great art of writing. It was the speaker's purpose to call the teachers' attention to the fact that they were engaged in teaching an art—the greatest ever invented by the human mind. Abstracts from this paper will be published in a subsequent issue.

R. C. Cottrell, of Elwood, Ind., next read a paper on the subject, "What a Supervisor Finds in the Way of Good Writing." He said in part:

"One scarcely steps into a class room until you see the evil effects of vertical writing creeping out in a hundred different ways. This to me, with cramped hands and fingers, a direct outgrowth of the vertical system, has been and is one of the hardest problems to solve, the most difficult and stubborn ways to correct and overcome, but slowly I see it taking its departure as the child's fingers straighten out and the hand and arm take a more easy pose."

Mr. Cottrell then proceeded at length to give the teachers his method of meeting and eradicating the difficulty. We hope to publish further abstracts of this paper in a later issue

The paper by E. E. Gaylord, Beverly, Mass., "The Value of Penmanship to the Commercial Teacher," was moved forward on the program. This paper was one of the most valuable read at the meeting, and abstracts will be published later.

Owing to the absence of E. W. Stein, of Duff's College, Pittsburg, Pa., J. C. McIntyre, of the same school, read his paper on the subject of "Radiation."

Monday, A. M., December 30.

Owing to the absence of the first speakers, the president called on C. A. Faust to give a lesson on the oval. Mr. Faust did this in his usual enthusiastic manner, much to the profit of the teachers present.

A. N. Palmer, of Cedar Rapids, Ia., then read his paper on the subject, "Teaching Penmanship." Mr. Palmer spoke at length about the importance of proper beginnings. Among his points were the following: First, get the position; second, get muscular freedom; third, secure proper pen and hand position. He advocates the use of the straight line and then







C. C. Lister. New York City.

D. W. Hoff.

C. P. Zaner, Columbus, Obio

of the traced oval. These are about the only drifts he believes are necessary.

Mr. Palmer described at length the interest being taken in the teaching of muscular movement writing by the teachers and pupils of New York. At the present time something more than five thousand teachers are engaged in taking lessons and through them two or three hundred thousand pupils.

C. E. Doner, of Beverly, Mass., read a very interesting paper on "Arm Movement in the Primary Grades." Mr. Doner is one of America's foremost penmen, and his work as supervisor is attracting widespread attention. His views on all

matters pertaining to penmanship are listened to attentively. He said in part: "I am a firm believer in teaching arm movement in the primary grades, but only as supplementary work. I mean by supplementary work that movement exercises should be practised in connection with the regular penmanship lesson. My way of thinking on this subject-I may later change my mind, however-is that arm movement and its application to all written work should begin in the fifth grade, possibly in the fourth. By the term Arm Movement in the primary grades I mean merely the application of this movement to movement exercise and not Arm Movement as applied to writing. I do not get arm movement writing in the first and second grades, very little of it in the third and fourth grades, and what is more, I do not require it. By teaching supplementary movement exercises in these grades, the result is that some pupils in the third and fourth grades use more or less arm movement in their writing-a thing I am glad to see and always encourage the pupils in doing if they can do so without breaking up good form. If no movement whatever is taught in the first, second, third or fourth grade, my experience is that when the pupils enter the fifth grade and arm movement is taught and required for the first time, the radical change from finger movement to the arm movement results in wild, scrawly, irregular writing, which is discouraging to both pupil and teacher."

My point, then, is to teach arm movement in the primary grades for muscular development and control only and not with the idea that the pupils must write with arm movement. Let the pupils use finger movement in their regular written work—the results will be more satisfactory—but see that they use the fingers and work at the desk in the right way.

Mr. Doner emphasized the importance of a good position at the desk. "By teaching a healthful position at the desk, I think we are doing something far more important for young pupils than insisting on so much written work.

"In the movement work in the third and fourth grades I give special attention to movement drills with dry pen. I think this is the secret for establishing good movement. In starting a class in arm movement, dry pen drills and the count are of vital importance.

"By teaching the movement exercises in the primary grades as supplementary work only, and for muscular development and control, the muscular preparation is such that arm movement proper can be begun in the fifth grade with the idea that its application be used in all written subjects at all times."

K. C. Atticks, of the Baltimore (Md.) Business College, next read a paper on the subject, "Correlation of Penmanship







R. C. Cottrel Elwood, Ind.



K. C. Atticks, Baltimore, Md.

and Other branches." Mr. Atticks said in part: "There is no branch of study more closely related to the other branches of school curricula than penmanship and therefore, the teacher or supervisor of penmanship should, as far as possible, keep in touch with the work that is being done in other branches. He should not only co-operate with the teachers of other departments; but if he is to secure the best results, it will be necessary to have the aid and support of those teachers." Mcre complete abstracts will be published in a subsequent issue.

Tuesday, A. M., December 31.

C. P. Zaner, editor of the Business Educator, Columbus, Ohio, was the first speaker on the program. By the use of diagrams on the board he illustrated three different positions for the paper, showing the effect the same had upon slant. Some of the points he made were: First, the little finger is the center of control. Second, the elbow is the center of control as the little finger shifts across the page. Third, both the little finger and the forearm serve as centers of control and action, sometimes the one and sometimes the other.







L E. Stacy. Meadville, Pa.

E. A. Hall. Pittsburg, P:

E T. Overem Pittsburg, Pa

There are really three separate kinds of control, mental, forearm and finger.

It is absolutely necessary for the penman to establish his control so that he is able to duplicate his work. Mr. Zaner said that he had frequently heard the claim made by penmen that they never wrote two cards alike. He believed the reason was that they were unable to write two cards alike. It is cortainly a very useful accomplishment to be able to do this.

The speaker advocated very strongly the arm movement with but little finger action, although some use the fingers in making the loop letters.

W. C. Henning, associate editor of the American Penman, Cedar Rapids, Ia., followed with a paper entitled, "The Beginning Class in Penmanship." Mr. Henning said that he believed the success of the pupil lay chiefly in the importance of correct beginning. His pupils average between the ages of eighteen and twenty, and all of them had fixed habits with reference to position at the desk and manner of holding the pen. Until these are corrected, no progress can be made. He believes in starting with the oval exercise first. Mr. Henning is a strong believer in the teachers being able to set good copies.

The Committee on Award, C. C. Lister, chairman, then submitted its report. This will be published in full.

D. W. Hoff, of Lawrence, Mass., then read a very valuable paper on the subject, "One Way of Doing It, Other Ways May Prove as Good." Extracts from this paper will be published in a later number.

This ended the program part of the section. The president then called for new business, and J. C. McIntyre, of Duff's College, Pittsburg, Pa., introduced the following resolutions, which were carried unanimously:

Whereas, The National Penmanship Teachers' Association, affiliated with the National Commercial Teachers' Federation, in convention assembled at Pittsburg, Pa., this 31st day of December, 1907, is of the opinion that the left-handed writer is so much handicapped as to practically bar him from office positions and ultimate business success; and

Whereas, Experience has demonstrated that good penmanship is the result of application, or concentration of effort properly directed, and that the fault or habit of writing with the left hand may be easily corrected during the pupil's first year in the public school, therefore, be it

Resolved, That the National Penmanship Teachers' Association request that the public school boards of the United States demand that the teachers in all grades insist that the pupils write with the right hand only. Reselved. That this association request the publication of this action by all educational journals, and other publications interested in the proper training of the pupils in our public schools.

Nothing further under new business coming before the section, the members then proceeded to the election of officers for the following year, resulting as follows: President, L. C. McCann, Mahanoy City, Pa.; vice-president, L. E. Staey, Meadville, Pa.; secretary, C. E. Doner, Beverly, Mass.

The members had decided to present to the retiring officers a token of appreciation for the good work done for the past year. C. P. Zaner, of Columbus, Ohio, on behalf of the section, presented the retiring secretary, L. E. Staey, with a very handsome seal pocketbook, and Horace G. Healey, of New York, in like capacity, presented the retiring president, C. S. Chambers, with a handsome cane.

The new officers were then escorted to their places and the section adjourned.

THE JOURNAL PARTY

"That was the pleasantest trip I ever made," remarked one of The Journal party when we landed at the Union station in Pittsburg on Thursday evening. It was, indeed, a very pleasant trip. The day was beautiful, and we were on the fastest train on the Pennsylvania Railroad. The first 112 miles were traveled in just exactly 112 minutes. With Mr. Coffin and Mr. Huntsinger to tell stories, and others to contribute their observations, every minute was a pleasant one. There were school owners, teachers of shorthand, teachers of bookkeeping, teachers of penmanship, publishers and teachers' agency men all on board. Going to the convention there were on the train the following: W. L. Cochran, M. C. Fisher, E. H. Fisher, C. E. Doner, E. E. Gaylord, Earl Tharp, George Oakley, William C. Oakley, C. W. D. Coffin, Chandler Sexton, D. H. O'Keefe, E. N. Miner and wife, E. M. Huntsinger, C. M. Miller, Howard Van Deusen and H. G. Healey.

CONVENTION ECHOES

Mr. Heinz, "The longer I live the more I am impressed with the reflex influence of things." That sentence should be illuminated on the walls of every school, business and academic, in this country. It takes about a life time to thoroughly comprehend its full significance. Everything is reflected back. The influence of a bad deed, an unkind word or an impure thought comes home just as do a good deed, a kind word and a nolde thought.

The Indianapolis people promise us great things in the way of a program, and what an alluring list to choose from! Here is a specimen program for an evening's entertainment, the participants all from Indianapolis: Address of welcome, J. Frank Hanley, Governor of Indiana: dramatic narrative, "Life Saving in the Yellowstone," Charles W. Fairbanks, Vice-President of the United States: recitation, "When the Frost Is on the Pumpkin," James Whiteomb Riley: song, "Damy Devers," Booth Tarkington: debate, Resolved, That the Signs of the Times Indicate the Downfall of the Republican Party; affirmative, Thomas L. Taggart, chairman of the National Democratic Committee: negative, Harry S. New, chairman of the Republican National Committee.

Oration, "Westward the Star of Empire Takes Its Course," Senator Albert J. Beveridge.

The Reception Committee was on hand in full force at the station to meet all incoming members. This was an exercise of thoughtfulness greatly appreciated by all the conventionites. Very few of them had been in Pittsburg before, and to be met by young men wearing badges of the Reception Committee was a relief. We were escorted to cars which took us directly to the hotel.

"I care not who makes the nation's laws, so long as I am permitted to make its pickled products."—H. J. Heinz.

The exhibits were fine and well arranged. Unfortunately, no space could be found large enough to permit all being located in the same room. These exhibitions constitute one of the most valuable and highly appreciated features of the meetings. Teachers are constantly learning of new books and new devices which they can use. The Federation is greatly indebted to the publishers and manufacturers who make these exhibits, for they are always made at great expense.

The Carnegie Steel Company, at Homestead, Pa., had some of its ponderous machines do stunts for the benefit of the members. One of the gigantic rollers tossed a forty thousand pound piece of armor plate around just as easily as a juggler would an empty cigar box.

There is need of some good work in Pittsburg by the members of the Get-Together Club. The foundation is already laid. There need be no trouble with the leading schools, but from what we learn there is a great need of some missionary work being done among others. Pittsburg does not need more schools. She has all she can support now. There is enough business for all, and they all should obtain good prices and do good work, for certainly the market is there for the best product the schools can turn out. There are schools there that are now doing as good work as any schools in the country.

Arnold was a gracious and very pleasing presiding officer.

Mr. Fish received an ovation when elected vice-president. There is not a member of the Federation who can preside with more dignity over the general body than ean Mr. Fish should be be called to do so at any of the meetings.

The election of Miss Elizabeth Van Sant as second vicepresident was certainly very fortunate for the Federation. The members have honored themselves by having this very talented and cultured lady as one of its executive officers.

CONVENTION EXHIBITORS

Among the manufacturers and publishers exhibiting at the Pittsburg convention were:

Remington Typewriter Co., New York. Smith Premier Typewriter Co., Syracuse, N. Y. Monarch Typewriter Co., Syracuse, N. Y. Fox Typewriter Co., Grand Rapids, Mich. Underwood Typewriter Co., New York. Burroughs Adding Machine Co., Detroit, Mich. Multigraph Sales Co., New York. National Phonograph Co., Orange, N. J. Ellis Publishing Co., Battle Creek, Mich. Goodyear-Marshall Publishing Co., Cedar Rapids, Ia. American Book Co., Cincinnati, Ohio. Powers & Lyons Publishing Co., Chicago, Ill. Isaac Pitman & Sons, New York, Barnes Publishing Co., St. Louis, Mo. Chartier-Spencer Co., New Orleans, La. Bliss Publishing Co., Saginaw, Mich. Burrows Brothers Co., Cleveland, Ohio. Southwestern Publishing Co., Knoxville, Tenn.

Owing to lack of space the report of the High School Teachers' Section, together with membership lists and further abstracts of the different papers, will be given in the next issue.



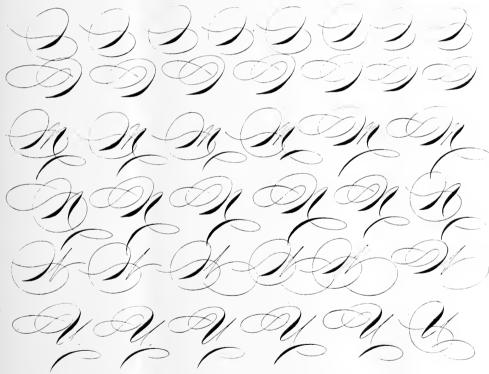


PLATE 2.

PLATE 2 takes up reversed oval letters. Master thoroughly the principle before beginning the letters. Notice especially the beginning strokes of the exercises and the shade. Bring the shade with a quick, snappy stroke down to the base line. When this principle is properly made the letters are easy.

NOTICE THE DATE ON YOUR WRAPPER

A NUMBER OF JOURNAL SUBSCRIPTIONS EXPIRE WITH THIS ISSUE. If yours is one of them the date on the wrapper will fully inform you. Have you not found THE JOURNAL genuinely helpful in your work? It so, would it not be wise to send us at once 75 cents for renewal or \$1.00 for subscription to the News Edition, and we will enroll you out Professional List, which contains the names of a great majority of leading business educators? (HANGE OF ADDRESS—Subscribers wishing to have their magazines sent to a new address should notify us promptly, giving the old address and specifying the edition, whether News or Regular. Notices must be received one full month in advance, that all copies may be received. Do not bother the clubher or teacher who sent in your subscription, but write to this office direct.



STELLA MARIE SMITH.



Y FRIENDS—The life-work of one of our foremost educators and writers is as fascinating as a story. Like all heroines, she is ambitious, selftaught and success attracting, for nothing she has undertaken has been a failure, apparently.

Her letter to me telling a few facts of her life is so well written that 1 shall be tempted to quote directly.

Although not regularly attending at school, her education was sufficiently completed (under the supervision of private tutors) that at fourteen she was tutoring students for grammar school final examinations. This was the beginning of her pedagogical career, and her love for teaching, once established at so young an age, has never ceased. Her happy faculty for portraxing what she knew and retaining as well



MISS STELLA MARIE SMITH

as arousing the student's interest has made her not only successful in subjects she professes to have special training in, but also to conduct work upon subjects with which she is not particularly familiar.

At fifteen, she attempted to study shorthand at a business school, but "the teacher spent most of her time eating candy and reading novels, so that she could study with better results away from her inspiring example." After two weeks' instruction, chiefly in the proper confection mastication it would seem, she exploited with a new system and, unaided, completed the subjects—a tedious task, surely; for no subject requires more concentration of mind and activity of mental power than stenography.

Necessity not only invents but spurs, and Miss Smith, with her early matured insight as to the fitness of things and educational needs, determined to make stenography and typewriting a special study and to become a more competent instructor than the one favored in having her as a scholar.

As an outgrowth of this determination, she was holding a responsible position before her sixteenth year. Her duties were of a stenographic nature, she being employed by the New York Life Insurance Company at one of its general agencies. Strange as it may seem, her penmanship was the particularly attractive feature in her securing this employment.

She pays special tribute "to a dear old man in that same school, where I could not study shorthand, who taught me the poetry of the pen." The Fidelity and Casualty Company was represented by the agent in whose office she began her office career, and added to her numerous duties was the engrossing of policies—"a most delightful part, too."

You young women who are complaining because of an old ribbon on your typewriters or because a certain attachment is lost, what would you think if you were compelled to transcribe your lengthy letters in longhand? This was exactly what Miss Smith was obliged to do; and you can imagine her extreme pleasure when a caligraph arrived. Her penmanship, attracting George P. Haskell, then the president of the New York Life, paved the way to a position in the home office several years later.

After three years' connection with the above named firm, she removed to New York City and there hegan a methodical training in preparation for teaching.

Her words will tell you whether her present success was gained from pleasure-wasting days or employment.

"I was never idle a day. Those were the palmy days of stenographic work, when salaries were high and experience broad; the typewriter was revolutionizing office methods, and operators were scarce; not only was the stenographer being educated to the work, but the business man was being trained to the use of her services, hence there were many opportunities for learning much regarding office detail and business methods in general, which are closed to the present-day stenographer, due to the much greater pressure of business to-day and specialization. The stenographer must get this instruction at school and go to the office fully trained, or her struggles are pathetic."

Her plan was to leave an office just as soon as she had learned all of value to a teacher, the time required varying from a few weeks to a year.

Every spare moment she studied, and devoted her energies to outside work, receiving two dollars an hour and up.

For several years she kept strenuously and steadily on until her experience-horizon covered marine, life and acci-

(Continued on page 180.)





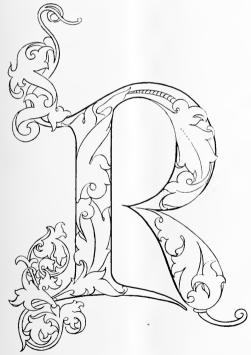
RESUME my work in the series of initials this month. Possibly the letter that is used by engrossers more than any other is the R. I have given this rather large, so that you will have no trouble in outlining it.

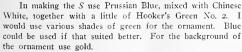
For the R use vermilion red, with a touch of Indian red. It is not necessary to use Chinese White, as the red is opaque. Make the ornament in gold, shaded with brown madder. It will be necessary to use Chinese White with the madder. If any other color is preferred, it will be all right.

"I consider the lessons on engrossing by Mr. Marlatt the most thorough and best ever given."-F. A. CURTIS, Hartford, Conn. October 7, 1907.

"Kindly register my name as a follower of Mr. Marlatt's course. It is something unusually fine."—H. W. STRICKLAND, Wilmington, Del. October 7, 1907.

"I consider Mr. Marlatt's lessons the best ever given in any publication."-H. K. Williams, Goodsprings, Nev. November 29, 1907.





Send your work to me at THE JOURNAL office and I will be very glad to criticise it and return it to you, together with a specimen of my own work, showing you how I make the letters.



"A large number of the students are subscribers to THE JOURNAL, and are enthusiastic advocates of the paper. I find it a great help to me in the work, and would not be without it." A. L. MICHAELS,

Milwaukee, Wis. November 23, 1907.

"Your JOURNAL arrived brimful of interesting reading matter. Enough inspiration in its pages for a printer." W. B. SNYDER, Lancaster, Pa.

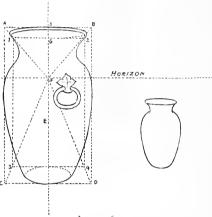
November 22, 1907.

 PEN DRAWING AND ILLUSTRATING VALENTINE SANDBERG



HOPE that you did good work on the tumbler last month, and that you will get along nicely with this month's lesson,

Here we have a vase on its base with the horizon line through the centre. Draw a rectangle as in the previous lesson, A, B, C, D, and place a horizontal line a little above the centre. Next find the centre point of lines A, B, C, D, and draw the vertical line E. Now place a pin where this line intersects the horizon line at point



Lesson 6.

You are now ready to pencil in perspective lines A F, B F, C F, D F. Determine the distance between points 5 and 6, and draw in the ellipse. You may also outline the vase. Do not forget the ellipse at the bottom.

One point brought out in this lesson is that when the horizon line runs through or about the centre of an object, you neither see the top nor the bottom of it.

The small vase which I have drawn to the right below the horizon shows how you get a view of the top.

"You are certainly giving us a good paper."-W. J. SANDERS, Lynn, Mass.

December 14, 1907.

(Continued from page 178.)

dent insurance; wholesale groceries, manufacturing (watch, celluloid and electrical apparatus), savings banks and brokerage, commission and importing, medical and technical lines, including the copying of manuscripts.

One year was spent at Columbia University working under Seth Low. She passed civil service examinations, receiving an appointment, which she did not accept owing to certain business obligations.

Believing her education too closely limited to shorthand lines, she took private lessons in Spanish at the Berlitz School; in French of Prof. Berger, of Paris; in elocution with Mackay, of New York-"old Mr. Mackay, who has coached so many of our famous lecturers, actors and teachers;" in piano of Miss Holmes; in singing of George J. Park, of Boston, also a two years' extension course at Columbia University under Dr. Lyman Abbott's son. Her methods to-day are based upon the best that she could absorb from old, modern, home, foreign and the practical experience that no teacher could give.

John Eagan, of Hoboken, N. J., gave her the opportunity to teach, at fifty dollars a month, at a sacrifice to her of something over one hundred dollars. Her ability must have been appreciated, for she remained in his school five years, during which time, through her untiring efforts and electrical energy, the department in typewriting increased from thirty to two hundred and fifty.

She then contracted with Simmons College of Boston, remaining three years, having ample chance to explain her methods to visiting teachers from this and other countries. It is needless to say that with their departure they had been not only charmed by her pleasing personality, but were obliged to marvel because of her remarkable ability and seemingly unlimited knowledge.

She is now with the Sadler-Rowe Publishing Company.

Are you not pondering how so much can be gained by self-reliance, ambition, talent, natural assiduity and womanly courage? Her life is poetry and prose; business and pleasure; a man's work with a woman's grace; all in all a woman's success; a reward in fame and finance, the ultimatum thus

"I have been taking the PENMAN'S ART JOURNAL for nearly twenty-five years and consider it a necessity. You have certainly made a magnificent success of the enterprise, and from year to year I have been unable to see how you could improve it, but, nevertheless, you have done it."-E. S. Hewen, Jacksonville, Fla.

November 22, 1907.

Home Study Courses



Our school offers an opportuour school offers an opportunity to study at home under the fersonal instruction of leading professors in our great colleges.

We teach over one hundred courses in Academic and Praparatory, Agricultural, Commercial, Normal and Common School branches.

Our tuition rates are so low that no one need be kept from enrolling with us on the ground of expense.

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PENMANSHIP SUPPLIES

THE JOURNAL will send the following supplies by mail for the prices named: Stamps taken.

Soennecken Broad Pointed Pen for Text Lettering, set of 11, 25c.

Double Holder for Soennecken Pens .- Holds two pens at one time, 10c.

-1 large bottle by mail, 50c.; 1 French India Ink .dozen, by express, \$5.00.

Gillott's Double Elastic E. F. No. 604 Pens .- A medium fine pen. 1 gross, 75c.; ¼ gross, 25c.; 1 dozen, 10c.

Gillott's Principality, No. 1 Pen.—A very fine pen.
1 gross, \$1.00; ¼ gross, 25c.; 1 dozen, 10c.

Oblique Penholders.—One, 10c.

What Others Have Learned by Experience. It Pays to Investigate

- 'Chartier Shorthand is far superior to any other system we have ever used."-Brown's Business College, Lincoln,
- "There is nothing to equal Chartier Shorthand."-MocChesney Business College, Paterson, N. J.
- "It is the greatest system ever published."-Bliss Business College, Columbus, Ohio.
- "With Chartier Shorthand students save so much time for other things. It is great."-Beutel Business College, Tacoma, Wash.
- "We formerly taught Pitman and Gregg. About six months ago we started six students on Chartier. To-day we are teaching it almost exclusively."-Acme Business College, Seattle, Wash.
- "We think Chartier Shorthand the greatest system ever devised."-Western School of Commerce, Stockton, Cal.
- "After thoroughly investigating Chartier Shorthand, we discarded both Pitman and Gregg."-Metropolitan Business College, Dallas, Texas.

- "Chartier Shorthand saves so much time for other things, and therein its greatest heauty lies."-Portland Business College, Portland, Ore.
- "There is nothing like Chartier Shorthand for ease in learning and rapidity in writing. Its reading power is something wonderful."—Rubicam Shorthand College, St. Louis,
- "It is a wonderful system of Shorthand."-Miles Business College, Detroit, Mich.
- "We have displaced Pitman for Chartier."-Davis Business Collage, Toledo, Ohio.
- "It is so simple that a child can learn lt. It has equally as great advantages from the speed point of view as other standard systems."-Eastman Business College, Poughkeepsie, N. Y.
- "Behnke-Walker Business College, of Portlaud, Oregon, experimented with the system last spring by teaching a class in lt. This convinced them and their initial order was for five hundred books."

CHARTIER-SPENCER PUBLISHING COMPANY LOUISIANA

NEW ORLEANS

S. C. SCHWING, Secretary-Treasurer

L. C. SPENCER, President



Says E. E. Gaylord, Manager of The National Commercial Teachers' Agency:

"The Right-In-Sight is unusually adjustable; there is less vibration than in other copyholders I have seen; and the ATTACHMENT for screening the keyboard provides a useful aid in teaching touch typewriting."

Covers the keys with a chart. All advantages of sight and touch are combined. The time required to teach touch typewriting is thus materially reduced. Important schools throughout the country highly endorse 12,000 Right-In-Sight copy-

May we send you a sample on approval? (Express paid.)

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COMBINED TOOL COMPANY LEOMINSTER, MASS.



NEW SCHOOLS AND CHANGES

H. GATLIN and T. H. Vinson have dissolved partnership with the West Texas Business College, Abilene, Texas, and have established the Abilene Business College, Abilene, Texas, which opened its doors on the first of January. Ex-

cellent rooms have been secured and the outlook for a good school is very promising.

On December 4th the Archibald Business College, of Minneapolis. Minn., suspended business, and has been taken over, students, faculty and good will, by the American Busines College of the same city, of which J. J. Hagen is president. The Archibald Business College was founded in 1877. This is the third Minneapolis school that, upon closing business, has turned it students over to the American Business College, and these consolidations have served to make it one of the largest and most prosperous in the State.

INVITATIONS RECEIVED



EIRCE SCHOOL requests the honor of your presence at the graduation day exercises of the forty-second class, on Monday, December 23, 1907, at 8 o'clock P. M. The American Academy, Philadelphia, Pa.

The class of 1907, McCann's Business College, Mahanoy City, Pa., requests the honor of your presence at the commencement exercises, Monday evening, December 23, 1907, at 8:15 o'clock. Kair's Grand Opera House.

You are cordially invited to be present at the twentythird annual graduating exercises of the Capital City Commercial College, Des Moines, Ia., at the C. C. C. Auditorium, Young Men's Christian Association Building, Thursday evening, December 19, 1907, at 8 o'clock.

.

ENGRAVERS' SCRIPT

O. E. HOVIS



N presenting the script capitals no attempt shall be made to give all the freaks and fancies of the various engravers. Only the plain, well established forms will be used.

The capital stem is of primary importance, being used more or less modified in nearly all the capital letters. The shaded stem as found in T, F, P, B, R lacks one-fifth space of being three spaces high. This is to admit of the second part of the letters being carried over and above without touching the stem. The shade should be nicely compounded, being fullest at the middle of the stroke. The stem is finished in a full round turn at the bottom with a pear-shaped dot about one-third of a space above the base line.

The oval in the second part of T and F should be one and one-half spaces in depth and carried over the top of the stem one space to the right. To this part a delicate shade is added.

JJJJJJJ JJJJJJH JBBBBBB JBRJA,

The oval proper should have a secondary shade on the inside. The cross in F should be compound, and finished with a small shaded loop or wedge.

The oval part of P, B, R should be the same. The first and last shade of this oval should be secondary, the first shade being one-half space from the main stem. Finish the P on the inside of the stem with a delicate curved shade.

The first and second part of the B is the same as for the P. The small loop in this letter should incline slightly downward. The last part of the B should be round and full. A delicate shade is added on the inner side of the bottom turn. The small loop in B may be strengthened by a dainty shade on the left side of the point. The last part of the R is practically the same slant as the main stroke. The last shade on R is primary. I usually make the upper and lower parts of B and R equal in length; that is, the small loop should be about the middle of the letter.

Observe that in R the upper part is the wider, while in B the lower part is the wider.

Tenmanship

I am the man who won the World's First Prize in Penmanship, By my new system I can make an expert perman of you by mail. I also teach Book keeping and Gregg Shortband by mail. Am placing my students as instructors in commercial colleges. If you wish to full particulars, I will send you FREE one of my Favorite Pens and a copy of the Ransomeriar Journal. Inclose stamp

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GILLOTT'S PENS

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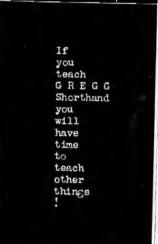
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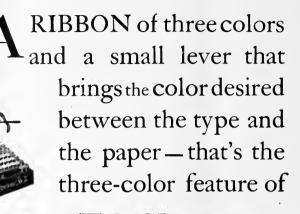
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HEN I was asked to give some helpful hints to stenographers and others along the line of gaining speed and winning success, I hesitated, but finally

hesitated, but finally consented.
At the very first I want to say that no young lady or young man should attempt to study shorthand and typewriting, with a view to their use in commercial work, without first securing. without first securing, or determining to se

Miss Fritz and the price cup

Miss Fritz and the price cup

Miss Fritz and the price cup

Graphy and typewriting to-day are due to a
lack of knowledge of the branches taught in our
public schools. It is a matter of considerable
encouragement that the teachers of shorthand
and typewriting in our business schools and colleges are recommending a batter execution.

and typewriting in our business schools and colleges are recommending a better preparation and a power shanner of the colleges are recommending a better preparation and a proper state of the colleges are recommending a better preparation and a proper state of the colleges are recommended and practically and thoughtfully. Thoroughness is the secret of speed in shorthand and typewriting—as it is in everything else. Incidentally, I might say that the Isaac Pitman system of shorthand is the one which I use. I early adopted the system of touch typewriting as originated by Charles E. Smith, and I have since clung to it. While opinions may differ, I prefer a visible machine, and have of late used the Underwood in all my work. But whatever machine is adopted, the principal thing is to know its good points, as an engineer knows his locomotive. Only the engineer who thoroughly understands his engine can get the maximum amount of speed out of it.

stands his engine can get the maximum amount of speed out of it.

The importance of giving a portion of each day to systematic, careful, and conscientious practise on the machine can not be too much emphasized. One should not, however, write at a greater speed than will allow absolute ac-

EDITOR'S NOTE.—Miss Fritz, the author of this stricle, holds the world's record for speed on the typewriter. At the recent Business Show, after deducting the penalties for error, the wrote 5,214 words in one hour-ma average of 87 words a minute.

curacy. Naturally in a contest for speed I do make errors because of my ambition to outdo a former record, thereby making my fingers do things that they should not do. I am inclined the state of the s obliged to resort to employment agencies for assistance and why less experienced operators with

obliged to resort to employment agencies for assistance and why less experienced operators with systems well mastered and with good educations walk in, derhand—and receive—better pay.

To win the larger measure of success, it is necessary for one to adapt oneself to the requirements of those who instruct and of those who employ, from the time of entering school to the close of the business career. People do not help themselves. The world always respects the man who respects himself. On the other hand, it is always a pleasure for an instruct to push forward a pupil who works hard and does well the work assigned. It is also true that business men are equally anxious to help their employees who take an interest in their work; they take a delight in having in their employ individuals who do not watch the clock, individuals who do things without being everlastingly told, individuals who appear with a smille in the morning, and who will keep that smile even when the routine work becomes very tiresome. The operation who wants to hold the job must realize and the time without numerings or frowns. The wall the time without numerings or frowns. and the time winder maintainings of rowns. In stenographer who acts as a private secretary must also learn the importance of always keep-ing in strict confidence his or her employer's work.

work.

In closing I want to say I owe any success
that I may have achieved as a speed operator to
a determination to undertake and to perform my
work at all times a little better than the demands made upon me by my superiors.

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MARCH, 1908

No. 7

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FROM OUR HONORED CHIEF

"Each issue of The Journal has inspired me to express to you my appreciation of the admirable manner in which you are conducting it. It has constantly seemed to me that you had reached a criterion for a penman's paper; yet, each succeeding number has risen to a higher mark and adds to my pride as its founder and long-time editor and publisher.

"I certainly congratulate the penmen of the country on having so able and helpful an exponent of their profession. Its emoluments ought to be, and I trust they are, advancing you rapidly on the way to a place among the men of honestly acquired millions, and enable you to ultimately send forth The Journal from the altitude of your own skyscraper, I am,

Yours sincerely,

"DANIEL T, AMES.

"Mountain View. Cal., January 22, 1908."

APPRECIATION IS AMPLE COMPENSATION

"You are giving us a better paper than ever and should receive the hearty support of every one interested in penmau-R. W. BALLENTINE, Chicago, Ill."

January 6, 1008

"The February Journal is great.

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"I am not an expert in penmanship, but I enjoy the PEN-MAN'S ART JOURNAL because of its various departments. Many of our students are subscribers and enjoy reading it. This is particularly true of the students of the commercial department. "MISS GERTRUDE O. HUNNICUTT, Lansing, Mich.

"February 1, 1908."

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"E. J. Voss, Waco, Texas.

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"The lessons you are giving through your paper for this year are excellent, and I find them very helpful.

"January 15, 1008, A. R. Damon, Boston, Mass."

"I find THE JOURNAL next to the penmanship teacher. "D. B. Waller, Crockett, Tex.

"January 23, 1903,"

"We are all delighted with THE JOURNAL, and I am hopeful of adding a few more subscribers to the half hundred already sent you. J. D. M'FADYEN, Ottawa, Ont.

"January 24, 1908."

"The students appreciate the value of The Journal. "Theo, Anderson, Minneapolis, Minn.

"January 23, 1908."

WHAT THE STUDENTS SAY

"I have just received my Journal, my subscription having been sent to you by the McKee Business College. I was pleased with the paper at first sight. I have studied it closely, and find that it is of benefit to all who will study it. Wishing you continued success. I remain.

"G. A. Kemper, Pearsall, Texas.

"January 20, 1908."

"Dear Sir-Having received my first Penman's Art Jour-NAL, dated February, on the subscription sent you by Mr. C. A. Barnett, will say that I am well pleased with The Journal. "Ianuary 25, 1908, R. O. BUKER, Oberlin, O."

"Having received a few copies of The Journal, I will say that I am well pleased with it, and will continue to be a reader of it "CHANLEY DUNLAYS, Valparaiso, Ind.

"February 6, 1908."

Eleventh Annual Meeting

OF THE

Eastern Commercial Teachers' Association

Central High School, Philadelphia

April 16th, 17th, 18th, 1908





LL the capitals in this month's work are made with the indirect capital stem. It would be a good plan as preliminary practice to review the indirect oval in the January Journal. I think I shall need to remind you again about keeping in a good position. Are you using arm movement in all of your work? If you ever acquire a good hand you must sometime give up your finger movement altogether. The sooner you can do this, the better. Suppose you try, from this time on, to use no finger movement in any of your work. It will be difficult, and you will need to constantly think about it while you write for a few weeks.

| 23 | M | 1000am | a | ma | BBam | . 0 | m | 000m | . A | M | Darm |
|----|---|--------|---|----|------|-----|---|------|-----|---|------|
| 9 | 9 | 9 | 9 | 2 | 2 | 2 | 2 | 9 | 2 | 9 | 9 |

PLATE 23—Begin this indirect oval exercise one space high and gradually decrease the size. The stem in the second line is used in eleven capitals—almost half of the alphabet. Since it is such an important principle, I want to urge you not to leave it too soon. The better you make this stem, the less likely you are to have trouble with the letters in this month's copies.



PLATE 24—The Q is made like a large figure z. The small loop on the base line may give you some trouble. Notice that it lies quite flat on the line and the finishing stroke is a compound curve. Always write the same number of letters or words on a line as is given in the copy. Touch the paper lightly with the pen point and let the hand move easily across the page.



PLATE 25.—This first line is a very valuable exercise preliminary to making the M and X. Try to retrace the down stroke. Make the principles round at the top, sharp at the base line. Lift the pen quickly in finishing the M, and do not make the last stroke too long.



PLATE 26—Do not make the N too wide. Try to proportion the letters well. The beginning loop should be small. In the word Norman, in addition to practicing the N, you will have a review of five of the most common small letters. Write easily. Form the letters well, but don't cramp the movement in doing it.

"U U U U U U U U U U U U U U U U U

PLATE 27—The U begins like the M, but at the base line a round turn is made toward the right. Be sure to make this turn round, otherwise the letter may be illegible. The last downward stroke is the same as for the M and N. Make many pages of the word. Look for defects in the copy. By doing this you will be better able to find mistakes in your own work.

| 202 | | | | Senman | is tit | Ivurni | 16 | | | | |
|-----------------|-----------------------------|------------------------|---------------------------|----------------------------|-----------|--------|---------|------------|------|-------------|----------|
| 28 Mars. | m | Wi | vin | er i | 2 | 7 | 2 | 7 | 2-2 | - 7 | _ |
| Vivi | an | Vis | ian | 2 2 | ivi | an | 1 0/ | ina | in V | ivi | / |
| The finishing s | troke in the top. The ca | V is made pital V is | about two- not usually | thirds as n joined to s | mall lett | ters. | alt, De | sure to me | | part of the | c surar. |
| ²⁹ W | W | W | W | 21 | 21 | 1 | | | | | |
| Was | ,100 | n/ | Vaus | teon | 12 | Var | user | m. | Wan | seon | 2 |

PLATE 29—The II will not give you as much trouble as some of the other letters, and yet you should give it very careful practice. Are you endeavoring to make the beginning loops in all these letters the same size? You will need to watch this loop constantly, until you have formed the habit of making it well. I have aimed in this word-practice to give no new letters. So every new word copy is a review of letters that you have already practiced.

PLATE 30—The first stroke for the H is not new. The last part is, and may give you trouble. Note that it is about as high as the first stroke and that it curves to the left. The finishing stroke joins easily to words. Remember this when you practice the word copies.

PLATE 31—The last part of the K is the most difficult stroke you have had thus far. Study it carefully; practice it diligently. In making the letter the little loop in the second part should join to the stem in the first part.

PLATE 32—The second stroke of the X is difficult to join to the first stroke. The last part is shaped like a figure Of course you should be able to make this letter, but since it is seldom used, it would be better to give most of your time to letters used more frequently.

PLATE 33—The part of the Y above the base line is shaped exactly like the U. The long down stroke in the loop should be made straight. This will be difficult, so that you might review the straight line exercise two spaces high. Don't make the loop too long. It should not interfere with letters in the next line below. The long down stroke in the loop should be on the same slant as the first down stroke. Write the words easily and rapidly.

Janes Jones Jane

PLATE 34—The loop in the Z is unlike the usual loop below the line, in that the down stroke is a strong curve. It is difficult to get this letter proportioned right. Don't make the loop too wide or long.

PLATE 35—You may now review the capitals that you have had in this month's lesson. You might make two pages of each capital. If you study as well as practice, this review will benefit you a great deal.



PLATE 36—It is best to keep to one style of capital until you can make it well, and unless you expect to become a teacher of writing or a professional penman, it would be a good plan to adopt a set of simple capitals and always use the one style. Avoid practicing without a definite object in view. Many young people waste valuable time in thoughtless practice.

PLATE 37—Up to this point, I have tried to be quite explicit with my instructions. From this on I do not intend to tell you so much. Of course you will still need help, but want you to find out for yourself all you possibly can. If you find your own mistakes by criticising your work severely and comparing with the copy, you will improve much more rapidly than when you depend on a teacher to point out or warn you of errors you are likely to make.

2 m n u v n x x x y 3 2 m n u v n

PLATE 38—You will observe that these capitals are a little smaller than previous ones. It will be a severe test of your skill to make these eleven capitals with an easy movement, and form them well. Have uniform spacing between them; keep them all the same size and on the proper slant.

Insurance Merchandise

PLATE 39—You may now spend some time on these two Ledger Headings. Use a coarse pointed pen. Make the capitals one full space high and the small letters one-half space high. Try to form the letters well and don't lift the pen until you finish the last letter in each word.



PENMANSHIP TEAM OF THE COMMERCIAL ILIGH SCHOOL.

Early in the fall the students of the Commercial High School of Brooklyn, N. Y., challenged the students of the High School of Commerce of New York City to a contest in writing. The Brooklyn pupils are under the efficient instruction of W. A. Ross, W. Meehan, A. J. Scarborough, G. W. Harman, Howard Keeler and other well-known penmen. The pupils of the High School of Commerce are under the instruction of R. L. Long, W. R. Hayward, M. S. King and G. S. Humphries. It was decided to select the ten best writers of each school and let them compete on a series of exercises consisting of movement drills, word and sentence exercises. The subject matter was selected by the judges. The judges were C. C. Lister, of the A. N. Palmer Co., New York City; R. N. Marrs, Manchester, England, and M. P. Ropp, Heffley School, Brooklyn. The teams were judged on three points-namely, position while writing, movement used and the correctness and accuracy of the writing. The pupils of the High School of Commerce won by the small margin of thirty-six points, which was less than two per cent.

WHEN THE OLD MAN'S GONE TO LUNCH

When do the clerks have the softest snap?
When the old man's gone to lunch.
When does the shipping clerk take his nap?
When the old man's gone to lunch.
The head bookkeeper he bats his eye,
At the gayly dressed girls that go tripping by,
And the salesmen whistle and say "Oh, my!"
While the old man's gone to lunch.

The office boy boldly smokes cigarettes,
While the old man's gone to lunch.
The cashiers talk of their poker debts,
While the old man's gone to lunch.
The elevator boy reads "The Pirate's Bride,"
Without attempting the book to hide,
Though he keeps his off-eye opened wide,
While the old man's gone to lunch.

Everything's humming. They're hustling now,
For the old man's back from lunch;
No jangling you hear about poker, I vow,
For the old man's back from lunch;
The head bookkeeper acts as if in a church,
The shipping clerk's brisk as a wren on a perch,
And of smoking the office boy shows not a smirch,
For the old man's back from lunch.

St. Louis Grocer.

"It is not what a man does during working hours, but after them, that breaks down his health. A fellow and his business should be bosom friends in the office and sworn enemies out of it. A clear mind is one that is swept clean of business at 6 o'clock every night and isn't opened up again until after the shutters are taken down next morning."



DO AS WELL AS YOU CAN WHERE YOU ARE



O as well as you can where you are. Nothing is more effective to bring about a change for the better. There are those who become so completely overwhelmed by the adverse circumstances surrounding them that they sit constantly

under the gloom of discouragement. Despondency of the most forlorn type is depicted in their every movement. Their faces are open books in which any one can read the complete story of Hard Luck. Ninety-nine out of every hundred of the youth of America surrender absolutely and unconditionally at such a time, when Fate seems to have done her best to conspire against them. The one hundredth young man sees beyond his immediate surroundings, and struggles on by day and by night, making each obstacle a stepping stone to success.

Right here I call to mind a young man who frequently visits my office. His parents were too poor to take care of him, and at an early age he was "bound out" to a farmer in Nebraska, where he was to receive a minimum wage for a maximum amount of work, and, in addition, was to be given such educational advantages as the local district school afforded. The latter condition, however, was not fulfilled by the close-fisted old farmer. He wanted the boy for what work he could do. The idea of being of some help to the boy had not occurred to him.

Now ninety-nine boys would have grown up in ignorance. but not so the one hundredth, and that happened to be the number of my friend. What was he to do, too poor to buy books and not permitted to go to school? This is what he did. On Friday night, after the day's work was done, he walked five miles to the nearest school house, crawled through the windows, and taking out some of the pupils' readers, arithmetics and histories, took them to his home and studied them diligently every spare moment until Sunday evening, when he carried them back and placed them in the desks ready for the pupils on Monday morning. This he did month after month for two years, at which time the wheel of fortune turned, and his connection with the old farmer was discontinued.

How many young men are there in America who will walk twenty miles a week for the purpose of obtaining the use of a book for a few hours? How many would walk twenty miles once?

Do not sit idle all day long bemoaning your fate, because you are not somewhere else or somebody else,

Our success depends so much upon our environment, that one of two things must be done when they are antagonistic: Either we or the environment must change,

At home I have a rose bush which, by dint of utmost effort, can produce three little shrunken up roses each year. The sandy soil of Long Island, the long, hard, cold Winters, and the blasting sea breezes are sufficient to extinguish the

life of the average plant. Out in California, a friend of mine has a rose bush, and once he told me that there were a million roses upon it. I thought of the little bush in my yard, poor, dwarfed and frozen up, as it was, and I thought could it be gifted with human intelligence and know how well the rose bush in the far off garden had done, it would give up entirely. Possibly the California bush would look in pity upon its poor, unfortunate Long Island mate, and yet again it seems to me that could the California plant know of the struggle the Long Island bush had to make in order to produce those three roses, it would say to it: "It is just as easy for me to produce my million roses in the beautiful, balmy climate, the rich productive soil of Southern California, as it is for you in your sand dune on Long Island to produce your three each year. If you were out here you could do just as well as I can do, and if I were in your home I could not do any better than you are doing. Each one is doing its best !"

Does not plant life offer a beautiful example to human life? The vegetable kingdom never complains. It always does as well as it can where it is.

RULES FOR THE OUTICE ASSISTANT.

To plan your own work.

To take the initiative.

To reason things out yourself.

To do each task right the first time. To anticipate your employer's wishes.

To depend upon vourself and not upon others.

To do your work better than it was ever done before.

To do the right thing at the right time in the right way. To comprehend fully that your employer's interests are

your interests. To remember that in business everything must be worth a grade of one hundred per cent.

THINGS TO FORGET

If you see a tall fellow ahead of a crowd.

A leader of men marching fearless and proud, And you know of a tale whose mere telling aloud

Would cause his proud head to in auguish be bowed, It's a pretty good plan to forget it.

If you know of a skeleton hidden away

In a closet, and guarded, and kept from the day

In the dark; and whose showing, whose sudden display Would cause grief and sorrow and lifelong dismay,

It's a pretty good plan to forget it.

If you know of a thing that will darken the joy Of a man or a woman, a girl or a boy, That will wipe out a smile, or the least way annoy A fellow, or cause any gladness to cloy,

-Selected. It's a pretty good plan to forget it.

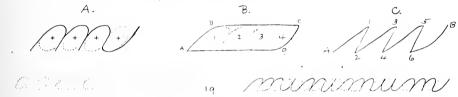
SUPPLEMENTARY COPIES

BY HORACE G. HEALEY.

In the last issue I gave you some movement drills which were well adapted to developing high speed in writing. I now give you some words suitable for such practice. The figures at the end of the line indicate how many words should be written per minute. For example, "nine, ruin, sure," 36 per minute.

| inine nine ninemine mine nine minemini |
|--|
| nine nine nine nine nine nine nine |
| nine nine mune mine numer nine nine |
| ruiniruin ruin ruin ruin ruin ruin |
| ruin ruin ruin ruin ruin ruin ruin |
| ruin ruin ruin ruin ruin ruin ruin si |
| "sure sure sure sure sure sure sure |
| sure sure sure sure sure sure sure |
| surelsure surelsure sure sure sure |
| "aim aim! aim aim aim aim aim |
| aim aim aim aim aim aim aim aim |
| aim aim aim aim aim aim aim aim aim |

Write each one of these words a thousand times. The number at the end line shows the speed at which each was writter. You should write just as rapidly. Watch the retraces on your "m" and "n," and be sure to get them full and round at the top. To each of the ten students who send in the best work on this plate, written at the speed indicated, I will present a handsome book on penmanship. The specimens must be received before the first day of April.



One of the chief obstacles to overcome in rapid writing is avoiding sharp turns at the top of the m. To overcome this, it is necessary to remember that the m is made up of four ovals, and that the oval is the space inscribed within the line and not the line itself. The oval may be likened to a lake and its banks. I have shown this by little crosses in diagram A in the first line. Therefore, in making the m think constantly that you are going over three ovals and under one and you will always get round turns. If you think only of the straight down strokes, and desire to start at λ (in diagram C) and touch points 1, 2, 3, 4, 5, 6 and end at B, you will get a very sharp pointed letter. Diagram B shows another manner in which to impress upon your mind the fact that it is the space which makes the letter and not the lines. The figure a, b, c, d might be likened to a garden marked off in little fields, 1, 2, 3, 4. It is the field which makes the letter and not the fences. Make 19 little ovals all in a row. Go over 3, under 2, over 2, under 2, over 3, under 3, over 3 and under 1, and you will have the word minimum.

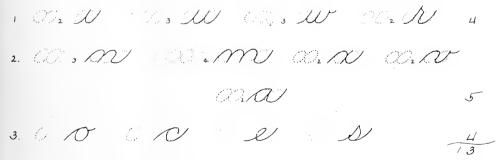


Plate 3 shows how this oval method may be used in learning the shapes of all the one spaced letters, thirteen in number. Notice that in line 1 you go under the ovals and in line 2 you go over them. In line 3 we have the only four letters of the alphabet which do not have straight lines in them.

ninemen went mining in a mine

Plate 4 illustrates the oval method as applied to sentence writing. These charts have all been made large so they can easily be seen.





HERE is no other accomplishment a young man can possess that will give him success equal to a good handwriting. Every letter, note or business paper written elegantly wins favorable thoughts of the writer. It is a constant advertisement, and brings one to the notice of hundreds of business men, and its possessor never lacks employment. No trade which a young man can possess can compare in its benefits to an elegant

never lacks employment. No trade which a young man can possess can compare in its benefits to an elegant handwriting, for while there are hundreds with trades who are idle, those who write well are kept busy. Business men who advertise for assistants require applicants to address them in their own handwriting. "Boy wanted, who writes a good hand," etc., is often seen, and why this is true is owing to the fact that only a few make it a business of becoming good writers. Writing as taught in the common schools uniformly fastens upon pupils a cramped and scrambling style, while under the skilful training of a professional penman a dashing and beautiful style is secured. The presence of a teacher who writes with freedom and beauty is a wonderful aid and incentive to the pupil, and without such aid thousands fail. It is to be of use to those without instructors, as well as to those who have, that THE JOURNAL claims the attention of the ambitious young.

In seeking employment the young men and young women possessing a good business handwriting always receive the preference, providing they are the equals of their competitors in other respects.

Writing is of value only in some practical form. The most frequent form is that found in correspondence.

Graceful penmanship, combined with careful composition, notable for its brevity and clearness of expression, all go to constitute the ideal business letter.

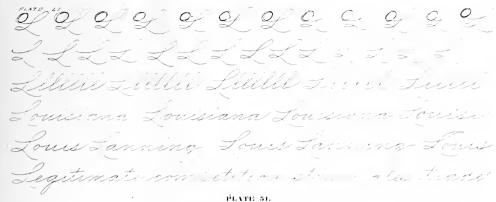
79-77 7777777 Fife Teletel Fills ie tannie tannietann time benmanthibercites admiration.

Here are two letters that are very nearly alike. The only difference is the little cross on the F. Some good writers make the top of the letter first, and then put the straight stroke in afterward. If you have any trouble about the height of the letter you should do this. As a rule, however, make the straight stroke first. The last line affords a splendid copy. This should be written one hundred times.

133333 J3333 J3 Luiston Luinto

PLATE 50.

The capital Z is usually considered difficult. The reason is that the little loop in the middle is made too flat. Be sure to make it on the same slant as the loop used in the beginning of the letter. The capital Z looks a great deal like the small z. In fact, the finishing parts of each are the same. You should have no trouble in making the Q after you have practiced on the Z. Make a full page of each line and each word.



The difficult part of this letter is the first stroke—getting it curved. If you will look at the writing you will see in many instances that this stroke is straight. Another point to watch is not to have the line too long between the loops. Measure this little line, and you will find that it is about one-eighth of an inch. If you will look at your own you will see that it is nearer one-quarter or one-half an inch. By beginning with a small oval you will get the proper swing, so that you can curve the first stroke easily. I will give a valuable book on penmanship to the student who sends in the best page of practice on the last line in this plate on or before April 1.

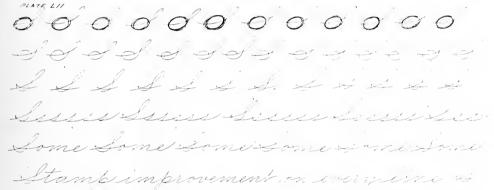


PLATE 52—The vital point in the capital S is a full curved up stroke. There is not a straight line in the letter. If you turn it upside down you will have the form of a model 8. This is a good way to prove your letter. Write a full page of each line, and do as the last line in the copy says.

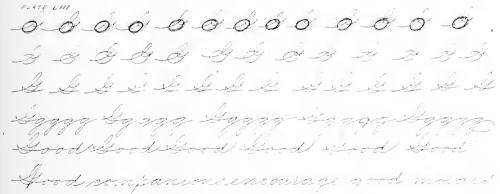


PLATE 53—The capital G finishes as does the capital S. It, too, begins with a curved stroke. There are no straight strokes in any of the letters in these last plates. Write an entire page of each word. Send to The JOERNAL office some of your best work on the line, "Good companions encourage good morals."



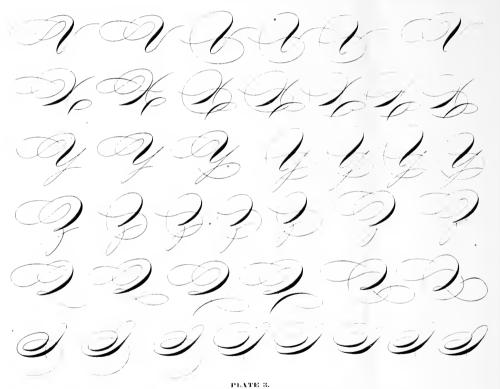


PLATE 3 is a continuation of the reversed oval. Before each letter is taken up practice for a while on the exercises at first of Plate 2, and then practice each letter separately as outlined heretofore. At all times study your copy often and practice! Practice!

DATE ON THE

A NUMBER OF JOURNAL SUBSCRIPTIONS EXPIRE WITH THIS ISSUE. If yours is one of them the date on the wrapper will fully laform you. Have you not found THE JOURNAL genuinely belpful in your work? If so, would it not be wise to send us at once 75 cents for retuewal or \$1.00 for subscription to the News Edition, and we will enroll you on our Professional List, which contains the names of a great majority of leading business educators? THE SUBSCRIPTION OF SUBSCRIPT



RECENT JOURNAL VISITORS

OL.

A. ARNOLD, Central Business College, Denver, Colo.

A. C. Van Sant, Van Sant School of Shorthand, Omaha, Neb.

G. W. Paulus, Grand Rapids, Wis.

R. L. Long, High School of Commerce, New York City.

L. L. Branthover, New York.

M. E. Howell, Burdett, N. Y.

W. E. Lothrop, Leominster, Mass.

M. M. Van Ness, Hoboken (N. J.) High School.

Clyde H. Marshall, Chicago, Ill.

Earl Tharp, Wood's School, New York.

M. F. Bellows, Drake College, Newark, N. J.

W. P. Steinhaeuser, Asbury Park, N. J.

W. L. Cochran, Wood's School, New York.

M. C. Fisher, Winter Hill Business College, Boston, Mass. George Oakley, Columbia Business College, Paterson, I.

William C. Oakley, Columbia Business College, Paterson, M. J.

E. H. Fisher, Winter Hill Business College, Boston, Mass. H. C. Bentley, Bentley & Laird, New York.

Charles Currier Beale, Official Court Reporter, Boston,

Mass.
H. W. Patten, Central High School, Philadelphia, Pa.
Charles B. Hall, Spencerian Business School, Yonkers,

N. Y. J. H. Park, Drake School, Newark, N. J. Chandler Sexton, Andrew J. Graham Co., New York, J. F. Flower, Miller School, New York.

MOVEMENTS OF THE TEACHERS



M. VAN NESS, of the Coleman National Business College, Newark, N. J., is now teaching commercial branches in the Hoboken (N. J.) High School.

Jim Oxford, formerly of Daniel Baker College, Brownwood, Texas, is now connected with Vanderbilt University, Nashville, Tenn.

W. E. Ingersoll, of Buffalo, N. Y., has engaged with the Hyatt-Fowells School, Seattle, Wash.

G. T. Wiswell, formerly one of the proprietors of the Bradford (Pa.) Business College, has accepted a position with the Creager School, Louisville, Ky.

D. L. Hunt, recently of the Eau Claire (Wis.) Business Colleges, takes charge of the commercial work of the Metropolitan Business College, Dallas, Texas.

C. C. Wiggins, of the Drake College, Jersey City, N. J., takes charge of the commercial work of the Pittston (Pa.) High School.

enough of The Journal to enroll their own names on the Professional List, at \$1 a year.

M. E. McMahon, of the Western Normal Business Institute, Shenandoah, Ia., retires from the teaching profession for the present to go into the hardware business.

Miss Clara Carruth, formerly of the Johnstown (N. Y.) High School, goes to the Orange (Mass.) High School to take charge of the commercial work.

The new bookkeeping and penmanship teacher of the Monroe (La.) Commercial College is C. V. Crumley, of Sulphur Springs, Texas.

Messrs. Tjarnell and Foote, recent purchasers of the Greenfield (Mass.) Commercial School, have engaged Miss Zoella Phelps, a graduate of Tiffin's Business Institute, Keene, N. H., to take charge of the shorthand work of the Greenfield School.

Eric L. Jones, of Toronto, a public school teacher of three years' standing, and one who has worked off a two years' course in Toronto University, has been added to the teaching staff of St. Catharine's (Ont.) Business College, E. Warner, principal.

Otis Stone, formerly of the Wabash Business College. Terre Haute, Ind., and the Bowling Green (Ky.) Business University, is the new commercial teacher in the Tampa (Fla.) Business College.

W. H. Earles is a new acquisition to the teaching force of Joiners' Columbus (Ohio) Business College.

L. S. Willis, recently with Banks Business College, Philadelphia, Pa., has accepted a position with the Easton (Pa.) School of Business.

Miss Nellie M. McGregor goes from the Ferris Institute, Big Rapids, Mich., to the Clarksville (Tenn.) Female Academy to take charge of the commercial department.

R. H. Jay, of Peniel, Texas, has been engaged by the Wabash Business College, Terre Haute, Ind.

J. E. Gilkey, of Bardstown, Ky., has accepted a position with B. E. Parker, of Warrensburg, Mo. He will be in a branch school at El Dorado, Kan.

W. B. Holden, a graduate of the Albany (N. Y.) Business College, has just been engaged as assistant commercial teacher in Goddard Seminary, Barre, Vt.

D. J. Hostetter goes from Dallas, Texas, to the Metropolitan Business College, Chicago, Ill.

Miss Evelyn Shedd, of Sioux City, Iowa, is the new commercial teacher in the Phillipsburg (Mont.) High School.

C. H. Haverfield, of Cadiz, Ohio, is now principal of the commercial department of the German-Wallace College, Berea, Ohio.

O. L. Rotzel, one of last year's graduates from the School of Commerce. Accounts and Finance of New York University, is now-in Yamaguchi, Japan, where he went at the request of the Japanese Government to establish the Yamaguchi Commercial College, a modern school of commerce. Mr. Rotzel was engaged on a three-year contract, at a salary that would make most of our commercial teachers green with envy, and in addition he is furnished with a house and travelling expenses, both going to Japan and returning to America. He is one of the honor graduates of the university and is certainly meeting with the kind of success that really first-class preparation deserves.

Miss Anna E. Hill, late supervisor of writing in the public schools of Springfield, Mass., has been elected to a similar position in the public schools of Asbury Park, N. J.

J. W. Creig, of the German-Wallace College, Berea, Ohio, began in January as head of the commercial department of the Johnstown (X. Y.) High School.

Misss B. Leach is teaching shorthand in the Ocean Grove (N. J.) High School this year.

Miss Clara Means, a Ferris graduate, who was engaged in the Fall to teach shorthand in the Northwestern Business College, Chicago, was compelled regretfully to give up her work recently on account of sickness in her home. Miss Bessie Falls, a graduate of the Lansing (Mich.) Business University, takes Miss Means's place.

E. Williams, last year connected with a business college in Brooklyn, N. Y., is the new principal of the commercial department of the Neptune Township High School, Ocean Grove, N. J.

W. K. Schalk is a new shorthand teacher in the Helena (Mont.) Business College,

P. A. Breitenbucher, of Plimpton, Ohio, a former Zancrian student, has been chosen as teacher of Gregg shorthand in the Standard Shorthand School, Detroit.

Charles M. Gray, last year with the Interstate Commercial School, Reading. Pa., has been chosen as the first principal of the new commercial department just opened in the Poughkeepsie (N. Y.) High School.

- J. W. Martindill, who, with his brother, has been associated for some years in the conduct of the Manistee (Mich.) Business College, has accepted a position as head of the commercial department in the College of Commerce, Kenosha, Wis.
- W. P. Steinhaeuser, of Allentown, Pa., and late of the Ferris Institute, Big Rapids, Mich., is now supervisor of penmanship in the Ocean Grove (X. J.) public schools.

Miss Myerla Tugendreich went to the Sheybogan (Wis.) High School immediately after the Christmas holidays to fill out the year as commercial teacher. Miss Tugendreich had been employed in the Huntington (Ind.) Business University.

Miss Grace S. Harwood, last year in the Stafford Springs (Conn.) High School, has charge this year of the commercial department of the Rockville (Conn.) High School.

W. W. Knisley, formerly of the preparatory department of Iowa College, Grinnell, Iowa, and more recently associated with his brother in the Ionia (Mich.) Business College, has just accepted a position for the rest of the year as principal commercial teacher in the Sionx City (Iowa) High School.

Miss Nellie O'Boyle, a Zanerian graduate, is teaching penmanship and commercial branches in the Latrobe (Pa.) Commercial College,

L. M. Holmes, of Portland, Ind., becomes the pennian and commercial teacher in the New Iron City Business College, Pittsburg.

W. W. Bennett, formerly of Rowe College, Kalamazoo, Mich., is now connected with the Caton Business College, Min-

neapolis, Minn. The Rowe College was sold to R. C. Anderson, of Mount Sterling, Ohio.

G. S. Stephens, formerly of the Southern Business College, Live Oak, Fla., is now with the Drake College, Orange, X. J.

N. C. Brewster, late of the Milton (Pa.) Commercial College, is now with the Hornellsville Business School, Hornell, N. Y. Mr. Brewster has been having trouble with his eyes, but reports he has entirely recovered.

NEWS OF THE PROFESSION



HE report comes from F. H. Bliss, president of the F. H. Bliss Publishing Co., Saginaw, Mich., that the sales of the Bliss System of Actual Business in 1907 were fully 50 per cent greater than in any preceding year. This proves conclu-

sively that the Actual Business idea is becoming more popular each year, and that it has come to stay.

E. E. Admire, president of the Metropolitan Business College, Cleveland, Ohio, was elected as one of the directors of the Cleveland Chamber of Industry on January 10th.

George F. Spring, proprietor of the Waltham, Mass., School of Business, reports a good increase over his last year's business. Mr. Spring's standards are high, and every graduate is presented with a hand-engrossed parchment diploma.

C. C. Curtiss, who for nearly thirty years conducted the Curtiss Commercial Colleges at Minneapolis and St. Paul, Minn., takes charge of the commercial department of the State Normal School, Valley City, N. D. Mr. Curtiss will conduct classes in bookkeeping and penmanship. His long and successful experience in teaching commercial branches has placed him in the foremost rank.

W. A. Whitehouse, author of a system of writing very extensively used in the public schools, also supervisor of writing in Somerville, Mass., is assisted by F. W. Martin, of Boston, in giving a series of lessons to public school teachers, many of whom are preparing for supervision. His class meets one evening each week, and has upwards of fifty members. Many more have expressed a desire to enroll, but could not be admitted for lack of seating capacity.

The partnership heretofore existing between Gilbert W. Weatherly and Marie J. Toohey, known as the Joplin (Mo.) Business College, has been dissolved by sale, Mr. Weatherly buying the interest of Miss Toohey, who retires from the school. The business will be continued by Mr. Weatherly.

Every Saturday morning at half-past ten o'clock, in the main hall of Eastman College, Ponghkeepsie, N. Y., the students are entertained with a lecture by some gentleman distinguished on the lecture platform or with a concert by prominent artists from the city and from abroad. These exercises are designed to give the students recreation that shall be elevating and refining in its influence, as well as instructive in character, and are a distinguishing feature of this school.

The F. H. Bliss Publishing Co., Saginaw, Mich., has just completed another large warehouse in order to accommodate its rapidly increasing business.

W. H. Flynn, proprietor of the Marlboro (Mass.) Business College, is highly pleased with the increased attendance in is school this season.

From a recent letter received from Messrs. Howard & Brown, proprietors of the Rockland, Me., Commercial College, we quote the following: "We have a full school this winter—every seat being taken—and this keeps us pretty busy."

F. W. Martin, of Boston, has been awarded the contract to engross all the diplomas for Harvard University, New England Conservatory of Music and the Massachusetts State Normal Schools.



ANNUAL CONVENTION OF THE E. C. T. A.



HE annual meeting of the Eastern Commercial Teachers' Association will be held on Thursday, Friday and Saturday, April 16, 17 and 18, in the Central High School, Philadelphia.

The first meeting will be on Thursday afternoon. At this session there will be addresses of welcome by the Governor of the State and the Mayor of the city, an address by the president and probably lessons in beginner's bookkeeping, rapid calculation and commercial law.

It is hoped to have a public meeting on Thursday evening. The speakers for this meeting will be announced later. The Friday morning session will be held at the High School, but in the afternoon the convention will be the guests of the Philadelphia Museums, where addresses will be made by Dr. Wilson and Dr. McFarlane, the subject of Dr. McFarlane's address being "Industrial Philadelphia."

The banquet will be held on Friday evening at the Hote!

Saturday morning the shorthand and typewriting contests will take place. Saturday afternoon the business meeting will be held.

While it is impossible at this time to give the definite hours of the various addresses, the programme as planned by the Executive Committee will be nearly as follows. Definite acceptances have been received from nearly all of those whose pames are given:

"Office Methods for the School Room," by M. 11. Bigelow, commercial department of the Utica (N. Y.) Lligh School.

"A Lesson in Beginner's Bookkeeping," by Raymond G. Laird, Commercial High School, Boston. Discussions by F. G. Nichols, Rochester Business Institute, Rochester, and W. B. Sherman.

"A Lesson in Rapid Calculation," by W. J. McDonald, Burdett Business College, Boston.

"Commercial Law"—It is hoped to secure T. B. Stowell, of Providence, R. I. The discussion to be led by W. H. Henry, Central Business College, Syracuse.

"An Argument for Higher Standards of Commercial Education" will be made by E. S. Colton, principal Commercial Department of the Brookline (Mass.) High School.

"Unconscious Education; or, the Personality of the Teacher," by Dr. Cheesman A. Herrick, director Central High School, Philadelphia.

The committee has asked J. E. Fuller, of Wilmington, and Raymond Kelley, of Chicago, to speak on "How to Teach Shorthand"

The teaching of English will be discussed by J. A. Luman, of the Peirce School, Philadelphia.

"A Lesson in Penmanship," by E. C. Mills, of Rochester, N. Y., with discussions by H. W. Flickipger, of Philadelphia, and W. H. Patrick, York, Pa.

It is expected that commercial arithmetic will be presented by Byron Horton, of the Packard School, New York City.

The relation of the work of the auditor to that of the bookkeeper will be discussed by J. E. Sterrett, of Philadelphia. The committee has been extremely fortunate in securing for the headquarters of the convention the Hotel Walton, one of the best known hotels in the United States. The Walton is conveniently situated on Broad street, with cars and buses passing the door and going directly to the High School. Unusually good rates have been secured, running from \$1.50 for one person in a room to \$1.25 for two in a room, and up.

Mr. Hull writes: I think it would be well to mention the fact that our headquarters will be in one of the finest hotels in the world; namely, the Hotel Walton. The price per room will be \$1.50, \$2.00, \$2.50, \$3.00 and upward, according to the location and accommodation. The banquet will be held in the same hotel; the entire floor on which the banquet is held will be given up entirely to the association for banquet purposes. There will also be a private parlor set aside for the haly members of the convention. This parlor will be supplied with morning papers and the latest magazines for the benefit of those who wish to spend a few leisure moments in these parlors. There will also be an extra parlor set aside for exclusive use as a committee room. The reception committee will arrange for the entertainment of both men and women members of the convention.

Thursday morning will be spent in visiting the places of interest in and aoout Philadelphia. It is the purpose of the reception committee to arrange for special entertainment for the lady members of the convention. This special reception committee is composed entirely of women, who are working hard to give a royal welcome to the lady members of the association.

The Friday evening programme will be held at the Philadelphia Commercial Museums. An address will be given by Dr. Wilson, president of the museums, and also by Dr. Mc-Farland. The subject of Dr. Wilson's address is not yet announced, but Dr. McFarland will speak on "Industrial Philadelphia." After this short convention session the members will be conducted to the museums and the exhibits shown and explained. This will be of interest to a great many persons, because the Philadelphia Commercial Museums are unrivalled in their unequalled collections of specimens. They have numerous attractions for those teaching commercial branches, as it is undoubtedly one of the most complete and justly famous collections of the kind in the world; in fact, there is no other museum in the whole world that has the same purpose, and is quite as elaborate in its line as the Philadelphia Museums. It will be of considerable interest to those teaching commercial branches, and all who may wish to visit the museums for the purpose of study and research. Monday evening will be taken up with a very interesting programme, which will consist of lectures by men of national reputation. I think it might be well to print the names of the Executive Committee, also the names of the members of the Banquet Committee, because there may be some members of the association who wish to send their fees prior to arriving in Philadelphia. The Banquet Committee is as follows:

E. M. Hull, chairman, Banks Business College, Philadelphia, Pa.

Pa.

H. W. Patten, Central High School, Philadelphia, Pa. Martin L. Stahl, Temple College, Philadelphia, Pa.

William P. Wright, Catholic High School, Philadelphia.

Parke Schoch, Drexel Institute, Philadelphia, Pa.

D. A. McMillin, Banks Business College, Philadelphia, Pa. F. P. Taylor, Taylor Business School, Philadelphia, Pa.

T. P. McMenamin, Banks Business College, Philadelphia,



T is desirable that those who contemplate entering the shorthand speed contest to be held during the next meeting of the P ers' Association in Philadelphia, on Saturday, April 18, should notify the committee of their

intention at as early a date as possible. The contest is open to writers of all systems, and two trophies are offered, one to writers who began the study of shorthand within ten years, and the other to all.

While the committee is not prepared at this date to definitely announce rules, it seems safe to say that the percentage basis which caused some criticism last year will not be adhered to. There will probably, however, be a distinction made between material and immaterial errors.

Advance copies of the rules will be sent immediately upon their adoption to all those who have indicated an intention of taking part in the contest, or who are sufficiently interested to write the secretary of the committee for a copy,

The committee comprises writers of Graham, Benn Pitman, Isaac Pitman, Munson, Gregg, Lindsay and Beale, and consists of the following members:

C. C. Beale, chairman, Boston.

Kendrick C. Hill, Trenton.

David O'Keefe, Brooklyn.

Oscar Detweiler, Philadelphia.

James N. Kimball, New York City.

J. E. Gill, Trenton.

C. H. Requa, Brooklyn.

Edward H. Eldridge, Boston.

Applications should be sent either to C. C. Beale, chairman of the committee, 8 Beacon street, Boston, Mass., or to Edward H. Eldridge, Simmons College, Boston, Mass.

RULES GOVERNING THE CONTEST.

Two preliminary contests shall be held:

- (a) Five minutes copying.
- (b) Intermission.
- (c) Five minutes writing from dictation.
- (d) Intermission.

Final contest:

- (a) Twenty-five minutes writing from dictation.
- (b) Five minutes intermission.
- (c) Twenty-five minutes writing from copy.

The work of the two preliminary contests shall be combined, and only the five contestants having the highest net totals in the preliminary contests may enter the final contest.

Each contestant must provide his own reader for the dictation contest.

Readers shall read all punctuations, capitalizations, paragraphing, numerals, etc.

All machines are to be equipped with black record rib-

All contestants shall write double space.

Contestants shall be designated by number, and their names shall not appear on their papers until all corrections and grading have been completed.

Five words shall be deducted for

- Omission or repetition of a word. (a)
- (b) Omission or repetition of a punctuation mark.
- (c) Failure to space between words.
- (d) Piling letters at the end of a line.
- (e) Failure to begin line at proper point.
- (f) Failure to capitalize, or for each capital so badly
- out of alignment as to indicate imperfect shifting. (g) Failure to double space between lines.
 - (h) Every misspelled word.
 - (i) Every misstruck letter.

All contestants, whether for the "school" or "world's" championship, will write at the same time and from the same matter.

Committee-W. H. Vernon, Brooklyn Business Institute, Brooklyn; C. L. Altmaier, Drexel Institute, Philadelphia; J. E. Fuller, chairman, Goldey College, Wilmington, Del.

NEW ENGLAND SUPERVISORS



HE New England Association of Penmanship Supervisors held their annual meeting January 11, 1908, in the rooms of the Commonwealth School, Boston, Mass.

The meeting was called to order at 10:30 by its president, Mr. Harry Houston. After his opening remarks, Mr. Houston introduced Mr. F. H. Beede, Superintendent of Schools, New Haven, Conn., who gave a very able and practical talk on "The Special Supervisor and His Work."

The next subject, "Writing from a Business Man's Standpoint," was handled by Mr. George E. Brook, president of the Home Savings Bank, Boston, and member of the Boston School Board.

After extending a vote of thanks to these two distinguished gentlemen, the meeting was adjourned till 2 P. M.

The members of the association were in their seats promptly at 2 o'clock. Meeting called to order by the president, and a talk on "Position and Penholding" was delivered by F. W. Martin. Discussions followed by Messrs. H. W. Shaylor, W. A. Whitehouse, J. F. Caskey, A. R. Merrill, Daniel W. Hoff and J. C. Moody.

The balance of the programme was carried out in what proved to be a very interesting and profitable manner. The questions and discussions were carried along as the speakers progressed with their subjects, which were:

"How to Improve the Grade Teacher's Handwriting," by Mr. H. W. Shavlor, Portland, Me.; "Use of Arm Movement Below the Fifth Grade," by Mr. C. E. Doner, Beverly, Mass.; "Use of Counting," by Daniel W. Hoff, Lawrence, Mass.

Miss Eva Louise Miller, of West Springfield, Mass., secretary and treasurer, read a report of the last meeting, and gave an account of the finances, which are in a very healthful condition.

The following officers were elected for the ensuing year:

C. E. Doner, president.

J. C. Moody, vice-president.

F. W. Martin, secretary and treasurer, and given power to choose members for the Executive Committee.

The meeting, as a whole, was a splendid success. Many of the members favored us with specimens of work taken from the grades. This shows a generous spirit, and it is reasonably safe to predict that ninety per cent. of the members will bring work from their grades to exhibit at our next

H. B. Cole, principal of the commercial department of the Quincy (Mass.) High School, is giving the grade teachers a course of lessons in penmanship, and is planning on supervising the work in the grades during the remainder of the year.

INFORMAL MEETING OF COMMERCIAL TEACHERS IN KANSAS CITY, MO.

On December 26, 1907, a representative body of commercial teachers from the various schools of Kansas City were called together for the purpose of adopting plans for the organization of a Commercial Teachers' Association.

It was decided to hold the first informal meeting Saturday, February 15, 1908. A short programme will be rendered, as outlined below, to be followed by a bauquet and reception given at one of the leading hotels. A cordial invitation is extended to all school proprietors and commercial teachers in both public and private schools. Meeting to be held in the rooms of the Central High School, corner of Eleventh and Locust streets.

PROGRAMME.

Morning Session, 9:30 to 12 o'clock.

Music. Address of Welcome by Chairman,

P. B. S. Peters, Manual Training High School Response.....O. D. Noble, Sedalia, Mo.

Shorthand and Typewriting, 10 to 12 o'clock.

"What Constitutes a Good Shorthand Course?"

F. A. Crane, Kansas City Business College.
 Miss Bessie Dinklage, Draughon's Business College.
 Miss M. E. Alford, Columbia Business College.

"Methods of Teaching, Classifying and Grading Students,"

Miss Nettle Huff, Miss Huff's School of Shorthand.

Discussion.
Typewriting
Discussion.

Typewriting.....Lester McDowell, Spalding's Commercial College

Afternoon Session, 2 to 4:30 o'clock.

Bookkeeping, 2 to 3:30 P. M.

"What Constitutes a Good Bookkeeper?"

J. A. Halley, Expert Accountant. "In What Way Should a Teacher Assist the Student?"

G. A. Henry, Central Business College.

"What Supplementary Subjects Should be Taught in Connection with Bookkeeping?"....F. J. Kirker, Spaiding's Com. College Discussion.

• Intermission. Penmanship, 3:45 to 4:45 P. M.

"Penmanship in the Business College,"

F. W. Tamblyn, Brown's Business College.

Discussion.

"Penmanship in the High Schools,"

J. E. Boyd, High School, Kansas City, Kan.

Discussion.

"Value of Ornamental Penmanship to the Business College,"

C. W. Ransom, Kansas City, Mo. Discussion as to a permanent organization.

Reception 7:30 P. M.

Banquet, 8:30 P. M. F.

F. W. Tamblyn, G. A. Henry,

C. W. Rausom,

Committee.

The annual reception of Bliss College, North Adams, Mass., was held Friday evening, January 17. A very enjoyable evening was spent, there being about three hundred present. After a short musical programme the annual address was delivered by Representative J. E. Cleary, of Great Barrington, Mass., who spoke on the subjects. "Wanted, a Job," and "Wanted, Some One to Do a Job." This school is doing some extensive newspaper advertising. We note a nicely displayed advertisement in the North Adams Evening Transcript of Saturday, January 18.

Governor R. B. Glenn, of North Carolina, recently delivered a very forceful address before the students of King's Business College, of Raleigh, N. C.

At the Teachers' Local Institute, held at Dayton, Pa., January 17 and 18, C. M. Miller, of the Dayton Normal Institute, spoke on the topic, "Writing."

Mr. and Mrs. Henry C. Walker, of St. Louis, Mo., announce the birth of Joseph Thomas Walker on January 26, 1908. The Journal extends congratulations.

THE MEN WHO MADE THE PITTSBURG CONVENTION A SUCCESS

EXECUTIVE COMMITTEE.

H. L. Andrews, Martin School, Pittsburg, Pa.

L. E. Stacy, Commercial College, Meadville, Pa.

W. S. Ashby, Bowling Green, Ky.

O. C. Dorney, American Commercial School, Allentown.

D. W. Springer, Ann Arbor, Mich.
BANQUET COMMITTEE.

P. S. Spangler, Duff's College, Pittsburg, Pa.

F. J. Larva, High School, Alleghenv, Pa.

H. G. Reaser, High School, Pittsburg, Pa.

RECEPTION COMMITTEE.
S. D. Everhart, Principal, Commercial Department, High
School, Pittsburg, Pa.

William A. Wood, Carnegie Technical Schools, Pittsburg, Pa.

S. W. Douglas, Douglas College, Pittsburg, Pa.

J. H. Wallace, Curry College, Pittsburg, Pa.

M. S. Johnston, Duff's College, Pittsburg, Pa.

O. B. Hughes, Park Institute, Allegheny, Pa.

E. A. Hall, Hall's Business College, Pittsburg, Pa.

A. H. Perry, Martin School, Pittsburg, Pa.

P. A .Fischel, High School, McKeesport, Pa.

A. V. Leech, Academy, Greensburg, Pa.

S. E. Uber, Shadyside Academy, Pittsburg, Pa.

The fifth annual banquet of the North Carolina Society was held in Baltimore, Md., at the banquet hall of the Hotel Belvidere, on Friday evening, January 17. E. H. Norman, of the Baltimore Business College, was chairman of the committee in charge of the arrangements of the banquet. Mr. Norman was elected president of the society for the coming year.

H. W. Herron, of Portland, Ore., under date of January 20, writes us as follows: "About the beginning of this year of school the Board of Education elected some of the heads of departments of the two public high schools. I had the good fortune to be selected for the commercial at an increase of \$100 a year in salary. The other departments are in both schools, but my work is all in one high school, and embraces the whole city." Mr. Herron is to be congratulated on his promotion.

At the annual meeting of the Merchants' Association of North Adams, Mass., held January 29, 1908, S. McVeigh, of the Bliss Business College, of that city, was elected president of the association. We feel sure that the members will be pleased with their selection.

From the Gregg Publishing Company we learn that among the important recent introductions of Gregg shorthand are the following: The Business Institute, Detroit, Mich.; New Albany, Ind., Business College; Worcester, Mass. School of Commerce; Portland. Ore., High School; Santa Barbara, Cal., High School, Montclair, N. J., High School; Wichita, Kan., High School; South St. Paul, Minn., High School; Chattanooga, Tenn., High School; Mount Vernon, Ind., High School; Mount St. Joseph's College, Baltimore, Md.; St. Philip's High School, Chicago, Ill.; La Salle Institute, Cumberland, Md.; State Preparatory School, Boulder, Colo.; Cotner University, Bethany, Neb.; State Normal School, Mayville, N. D.; Wooster, Ohio, University; Girls' High School, Reading, Pa.; State Normal School, Cedar City, Utah: West Virginia University, Keyser; St. Aloysins College, London, England.

W. T. Parks, principal of the Parks Business School, Denver, Colo., in a recent letter states that his school is now in operation but fourteen months, and that during this time his success has been far beyond his expectations. The school is modernly equipped, and the rooms are large.

THE SCHOOL MANAGER'S DEPARTMENT

CHAMPIONING THE "GET-TOGETHER" POLICY

This department stands for the safe and sane management and control of the private business school interests of America. Here every school owner may express his views to the fullest extent. ______

SOME POINTS IN CONDUCTING A BUSINESS SCHOOL IN A TOWN OF TWENTY THOUSAND INHABITANTS

By A. F. HARVEY, WATERLOO, IOWA.

Securing Positions for Graduates



HEN I take up this subject. I realize that I am likely to trespass on disputed territory. Much has been said by business educators against guaranteeing positions, and even against emphasizing the matter of securing positions, as an

inducement for students to enter a business college. I am constrained to believe that the larger part of this objection is due to jealousy. The only valid objection that can be raised to either of these questions is that some students may be led to believe that all that is necessary to secure a good paying position is to get a guarantee or promise from the manager that he will get the student a position as soon as he is able to do the work, and he accepts this promise or guarantee, not realizing that it all depends on his ability to meet the conditions.

But are not all guarantees and all promises of this kind attended with the same objection? A shoe dealer sells and guarantees a pair of shoes. The buyer gets them too near the fire and they are burned. He expects a new pair in their place, or money refunded. But I am not to write of guaranteeing positions, but of getting positions. «

I believe it is the duty of every business college proprietor to put forth his best efforts in behalf of his graduate students. The majority of young people who enter a business college do so to prepare themselves for lucrative employment. The proprietor can, if he will, be of inestimable value to the student in helping him to get properly located. The proprietor knows better than the student what kind of work the latter is capable of doing.

When placing a student in a position he ought to learn definitely what will be demanded of the student, then he should select the student best qualified to fill the position. Much care should be taken lest the beginner fail in his first position. With a proper effort on the part of the proprietor such failures will very rarely occur. I find it best many times to let the student go to the employer with the expectation of simply doing a little supply work. In this way the employer can see exactly what the student can do and draw his own conclusions as to whether a permanent engagement would be satisfactory. If not, it saves embarrassment to the student and to the employer.

One should be very careful in recommending students to prospective employers, and not overestimate their ability. It is much better for the student if the employer finds that the student does better work than he had expected from the recommendation. It is far better to be disappointed this way than the reverse. If the proprietor will use proper care in recommending students to employers, always telling them as nearly as possible what they may expect from the prospective employee, not covering up any defects-in fact, applying the Golden Rule, he will find the demand made upon him for help of this kind far in excess of what he can supply. If, however, business men learn that they cannot depend upon what the manager of the local business college tells them, they will look elsewhere for their help, and soon the manager will find no demand for his graduate students.

It is not alone the graduate student that should have attention in this connection. Many times students are not able, for various reasons, to finish the course. They have reached a degree of proficiency, such that they can do somebody's work. The proprietor should assist them to such positions. They, perhaps, need it more than some who have completed the course.

One should not be content with simply getting a student one position. He should be constantly on the alert for merited promotions for each and all of his graduates and other students who are out in the business world. Here, again, he needs most careful judgment. The employe who is succeeding where he is may, perhaps, better stay where he is satisfactory than change to a better paying position and take the chance of suiting in the new position. The proprietor can be of much value in advising his former students in this connection. Every one who is or has been a student ought to feel free, at any time, to go to the proprietor for assistance of this kind. This, of course, takes time, but it will be found to prove a most satisfactory means of advertising, as well as meeting one's duty to those who have placed their business training under his care.

If the proprietor will give this subject his most careful thought and attention he will have no cause to be afraid of saving to prospective students that if they complete his course in a satisfactory manner he will see that they get employment. The prospective student knows little about the conditions in the business world, knows little about the ability of a business college to place him in a position, and naturally wants to know the prospects for employment when he is through, and is entitled to some assurance of this kind. It should be made plain, however, that it all depends on the student's ability to do satisfactory work; that it is not a question of time or of text-book matter gone over, but rests solely on proficiency.

PEACE ON EARTH, GOOD WILL TO MEN

Paper read by E. H. Normon, Baltimore, Md., at the Pittsburg meeting of the National Commercial Teachers' Federation,



T seems to me that your committee has made an unfortunate mistake, either in the selection of my subject, or in the selection of the speaker you hitch a derivation of the speaker. rather had combination. With your kind indulgence,

however, and provided your snoring shall not disturb those who have fortitude and the patience to remain and can keep awake, I will do the best I can.

Mistakes are made by all of us, but men should not be censured for errors of judgment, commonly called mistakes. doubtless remember that several years ago the powers of the earth concluded that it was feasible to establish universal peace. A mistake was made in selecting The Hague as headquarters, and consequently we continue to hear of wars and rumors of war. Had these wise men been better acquainted with the geography of the world, and had known more of the effect of climatic conditions on the mind, and possessed a better knowledge of the great power and influence of environment, this august tribunal would have taken up its permanent abode in the City Hall of Baltimore, and the Dove of Peace would now be perched, in all its majestic loveliness., at the top of the flag poles of all the nations of the earth. I regret that I was not consulted about the matter, for it would have saved your honored and philanthropic townsman, Mr. Carnegie, many millions. But it is not too late, for he may yet send his check for any amount he thinks the suggestion worth, and I will see that a room is set apart in City Hall and put in order for future meetings of the Peace Committee.

I bring to you from our beloved "Monumental City" a branch of the olive tree, and in the name of the commercial schools there represented, present it to you with the full assurance that you will find in it curative properties for all the ills from which you have suffered for lo these many years. I offer you no quack medicine, no knock-out drops, but a safe and sane remedy that has been used in our immediate family for six years and not found wanting. It is a business getter and a money saver, gives you an easy conscience, lifts your chin so you can look the other fellow square in the eye, brings peaceful repose at night, and drives soakes and lizards from the wall. Makes you feel that life is worth living, and puts a pleasant taste in your mouth, wins the confidence and esteem of the best people of your community, establishes respect and friendship for your competitor and brings to sweet fruition, "Do unto others as you would that they should do to von."

There is no use to make wry faces and hold up your hands in hop borror and exclaim: That may do for you, and Baltimore, but for me and my opponent the dose will not go down, and my city will not stand for it. I answer back: If you, your opponent and your city are so steeped in iniquity. God help you and have mercy on your miserable business.

Get your heart right and your brain active and the dose will go down, and the sensation will be so pleasant that you will regret your throat is not a mile long. The after effects will be so delightful and beneficial that you will sing with a joyful heart, 1 wish I could live always. Your city will hold you in fond embrace, the business men will tip their hats as they pass you on the street, and the young men and young women of your community will rise up and call you blessed.

There is nothing strange or unusual that this peace movement or get-together-policy should have found birth in the "City of Beautiful Women" and the "Home of the Oyster," for this city is renowned for being first in so many good things that to cummerate them I fear would tax your patience and prolong your stay in Pittsburg indefinitely. I am intensely interested in this "Baltimore Idea," and I sincerely hope that the disease is contagious, and that such an epidemic will break out at this meeting; that it cannot be checked until it sweeps over the entire country, and every man and woman throughout this beautiful land has fallen victim to an incurable attack. Then, and not until then, will the business college profession exclaim in clarion tones and with hearts attuned to God. "Teace on Barth, Good Will to Men."

There is nothing difficult or mysterious about this "Baltimore Idea." Like everything else it must have a beginning, and the first step, and by far the most important, is for each of us to determine that, with the help of God, we will be decent and conduct our schools on a clean, honorable basis. Do not imagine that the trouble is with the other fellow. You are the one who is blocking this grand monument. There are too many Pharisees and too few Publicans among us. Too many of us who think we possess all the virtue, all the intelligence and all the honesty. I have heard men say that they would be willing to enter into an agreement with their competitor, but that he is such a low, miscrable fellow that he would not live up to the agreement if made. It sometimes happens that this miserable raseal, formerly taught many years for this "holier than thon," and that his unreliability and disreputableness lie in the fact that he concluded one bright day to start a school of his own. He had a perfect right to do this, and I glory in his nerve and manhood, for I once committed this unpardonable

If one of my teachers should feel that he could do better by starting a school of his own in my city 1 would place no impediment in his way, but would extend to him the hand of good fellowship, and from the bottom of my beart wish him well in his new renture. He would find no one more willing to assist him in making his school a success than I, and if he should be able to build up a better school than the one he left, I would wish him god-speed in his good work. Let us get out of our narrow, clannish shells, rise above little, mean, petty jealousiés, lift our heads above the sordid atmosphere of commercial gain, so that we may breather the pure air of heaven, be willing to live and let live, and to put into practice the Biblical injunction, "Love thy neighbor as thy-set?"

Conditions in Baltimore were not always as they are to-day. There was a time when dark clouds of mirest hovered over our city, and the thunder of discord rumbled by day and by night. Well do I remember when the pen of iniquity was dipped in the gall of hitterness, and the wrath of envy and hatred was hurled at me and my little school. What did I do? I did just what any of

you should do under similar circumstances, attended strictly to my own business, and treated them with the silent contempt that such attacks justly merit. To-day when 1 look back to my little school of one typewriter and two students, in July, 1895, and follow events step by step with my patient, loyal wife at my side, there is no one thing over which we rejoice more and which brings greater satisfaction and consolation to us in our hour of success than the fact that we have never printed or published one word against the character, or work, or system of a single competitor.

I desire to tell you briefly and in the simplest manner how conditions were changed with us. We met. Shook hards, told each other what fools we had been, and promised to stop our devilment and be decent. After a few informal meetings, mingled with pleasant and friendly greetings, we decided to bury the hatchet and the dirk, and with them all the malice, backbiting and unfriendly feeling. It was a beautiful funeral. The corpse booked so natural and lifelike. Being at that time chief aposte among the sinners, I was selected as one of the pall-hearers, and chose to act as chief mourner, the functions of which offices are filled with grace, dignity and delight.

We are now erecting in our city a monument in commemoration of this happy day, the cornerstones of which are justice, pence, brotherly love, charity. It is our desire that this shaft shall be elegant in design and perfect in construction. That it shall reach to the heavens, so that it may be seen from the four corners of the globe, and from its pinnacle shall flash the glad tidings, "Peace on Earth Good Will to Men."

After this eventful funeral and the period of mourning had passed—which I may state by way of parenthesis, was six years ago, and that the corpse shows no signs whatever of resuscitation, we met in a formal and businesslike manner in one of the schools and decided to set an example which would be worthy of emulation by the commercial schools throughout the country. We discussed what we could do that we were not then doing, and what we would not do that we were doing at that time. We are now conducting our schools on a higher plane, d ding better work, receiving fair, uniform compensation for tuition and books, paying less for advertising, making more money, and living happily and peacefully together in the assurance that we are doing the honest, decent thing toward each other and winning the confidence and respect of the business community.

We hope and believe by continuing our present policy, with such improvements as we may deem wise and time may suggest, that our schools will continue to increase in patronage and nsefulness, and that others, seeing the wisdom of the "Baltimore Ideal," will follow along similar lines, and that the good work will go on, until all business school men shall live in peace and harmony, as God, in His great wisdom, intended that they should live.

Inspiring, pathetic and beneficial, as was that Baltimore funeral, it was not complete in all essentials, for it was local in its nature and not elaborate enough, and there were too few mourners. I want to see a real first-class funeral of this type, national in its scope, with a procession reaching from one end of this continent to the other, and mourners representing the schools of every city and town throughout the land. I would suggest that the grave diggers be experts; that they may dig deep into the howels of the earth, and at the bottom of this grave I would not all the thirty-day, three-month shorthand schools and similar snares and pitfalls for the young. On top of these I would pile. pack down and cement, so that they would be beyond human resurrection, all the catalogues and literature that contain vile, nntruthful and unscrupulous slanders and attacks on schools, systems and people of all descriptions. The walls of this grave 1 would plaster with the guarantee-position contract and all such delnsive, ill-advised and unnecessary inducements offered to the unsuspecting and all too confiding youth of our country, who are prone to be misled in seeking some royal road to success and happiness. I would then fill in the grave with all the slanderous attacks and unscrapulous methods that have been used or are known to the profession. Over this I would build an arch composed of the granite of forgiveness and scaled with the cement of brotherly love. On the headstone I would inscribe: "They have served their day, let them rest in peace." "What God hath joined together let no man put asnnder."

I cannot regulate your school and you cannot regulate mine, but if we live in the same town we can get together and determine on a policy advantageous to both, beneficial to the community and fair and just to the young men and women who put their faith and trust in us. If there is one business more than another that should be honestly and fairly conducted, it is the school of business, and if there is any class of schools that should excel in this particular, and be entirely free from false and alluring statements and promises, it is the business school. Do not worry about the faker,

set your own house right, raise your standard, attract students by the honesty and thoroughness of your work, and it will not be necessary to make alluring and misleading promises or round up students with an army of solicitors.

So long as glitter passes for gold, so long as pretence takes the place of doing, so long as men cannot distinguish between the real and the arthicial, so long as there are people who are willing to get without giving, just so long shall shams and hypocrites disgrace our prefession. But why worry? They appear upon the stage to-day and are gone to-morrow. You can look back over the short period of our history and recall many fakers who have embarked upon the sea of commercial education, and because their craft was frail, by reason of defective material and lack of honesty, and their compass wroug, because it pointed to deception and unscrupilous methods, the shores are white with the bones of the wrecked. The waves moan a constant requiem to the lost, and we catch the refrain, "Weighed in the balance and found wanting."

What our profession needs, and what, by the grace of God, it may have, is that we stand together for the right. Let us spuru and hanish from our midst all that is, not honorable, elevating, dignified and educational. In the promulgation of these ideas we need no such enthusiasm as the old colored deacon prayed might be given from on high to Sam Jones. He said: "Oh, Lord, gih brudder Jones de eye of de eagle, dat he may se frnm afnr. Glu his year to the gospel telefoue and conect him wif de skies. Luminate his brow wid a britness dat'll make de fires of hell look like a taller candle. Nail his hands to de gospel plow. Bow his head in lonesome valley, whar prayer is much wanted to be made. Noint bim all ober wid keresene oil of dy salbasion and set him on What we need, my friends, is love and loyalty for our profession and an enthusiasm that cannot die. We used strong men, men imbned with the knowledge of their convictions. We need men who are guided by conscience and honesty of purpose, rather than by expediency. Men who are ruled by principal rather than by sordid gain. Men who are influenced by the spirit of truth, uprightness and patriotism, and not by selfish greed. I claim that in our profession there are to be found as many such men as there are in any vocation, and that the army is constantly heing recruited.

The greatest event in the history of commercial schools is about to take place. Great preparations are being made. Everybody is interested, excited, and enthusiasm runs high. A banqueta veritable love feast-is to be held. Harmony hall has been selected as the place, now the accepted time. All cities and towns are represented. A great concourse of people are assembled. Look, the doors swing open, and they come marching in, arm in arm, two by two. Let me introduce them as they enter. Andrews and Spangler, of Pittshurg; Arnold and Barnes, of Denver; Huntsinger and Morse, of Hartford; Eaton and Donoho, of Baltimore; Shaw and Gray, of Portland; Hinman and Post, of Worcester; Miller and Horton, of New York; Strayer and Hall, of Philadelphia; Eagan and Gleason, of Hoboken and Jersey City; Risinger and Heudrick, of Utica; Carnell and Tuttle, of Albany and Troy; Hibbard and Burdett, of Boston; Stowell and Jacobs, of Providence; Moffett and Leming, of Philadelphia; Wood and Flynn, of Washington; Patrick and Wade, of York and Laucaster; Goldey and Beacom, of Wilmington; Sadler and Norman, of Baltimore. The rush is now so great, and they enter so fast, that it is impossible to announce them all by name. Let us how to them a cordial welcome, and bid them enter "without mouey and without price." Above the din of happy voices we eatch the strains of beantiful music, and as we now listen in silence we hear the sweet refrain-

"Selfishness means sorrow,
Hate means suicide,
Pay-day comes to-morrow,
When we can't divide.
Let us then keep giving,
Never thorns, but flowers;
Make life worth the living,
In this world of ours."

Behold the Angel of Peace appears, bearing aloft a banner of pure white, and as we gaze our eyes moisten with the tears of happiness, contentment and bope, we see inscribed on the banner, in letters of gold, and in unison we read, "Peace on Earth, Good Will to Men."

The Gloucester (Mass.) Business College reports a good enrollment.

OBITHARY

The Late Henry M. Parkhurst.



UESDAY, January 21, 1908, at his home, 173 Gates avenue, Brooklyn, N. Y., Henry M. Parkhurst went to the eternal home. He belonged to the Old Gnard of Phonographers, being employed in the forties as a reporter in the

United States Senate for the Union newspaper Washington, having as a helper the skilful William Henry Burr, while Dennis Murphy and Oliver Dyer were the Congressional reporters for the National Intelligence. For twenty years he was official reporter in the Superior Court of New York City, and had a large practice as reporter in legislatures, conventions, etc.

A year ago I had the great privilege of spending two hours or more with the old veteran in his home, at which time he gave me a most delightful account of his boyhood, his introduction to phonetics in 1830 through the instructions of his father, Rev. John L. Parkhurst, and of his becoming in 1840, at fifteen years of age, an ardent student and practitioner of Taylor's shorthand, reaching actual reporting ability therein. At nineteen he fell in love with Pitman's Phonography, and at once plunged into the mysteries and beauties of that art, and soon became one of the most active and successful practical reporters. As a promoter of shorthand and phonetics he published the *Plowshare* for over forty years, and in a multitude of ways advanced the "beautiful stringlets" to a front place in the world's practical life.

Mr. Parkhurst was equally as enthusiastic in astronomy as in shorthand. He became an authority in astronomical calculations, publishing technical works in mathematical astronomy. He built an astronomical observatory on his own home premises, and constructed large and powerful telescopes and other star-searching apparatus. These he showed me with greatly manifest enthusiasm, showing their practical workings.

Mr. Parkhurst was born in Gilmanton, N. H., March 1, 1825. His widow, a most estimable and accomplished woman, survives him. Mr. Parkhurst was the last of the original coterie of phonographic propagandists of the early forties.

WM. D. BRIDGE.

INVITATIONS RECEIVED



HE Williamsport, Pa., Commercial College requests the pleasure of the presence of yourself and friends at the Mid-Winter Reception given in honor of the new students by the old, Friday evening, January 31st, at 8 o'clock. College

rooms.

The students and faculty of the Childs Business College, Providence, R. I., request the pleasure of your company at the Annual Reception and Social Assembly, to be held Tuesday evening, February 11, 1908, Elks' Hall.

The Brooklyn, N. Y., Business Institute requests the presence of yourself and friends at an illustrated lecture to be given by Glen Arnold Grove on "Belgium, Modern and Mediaeval." Thursday evening, January 23, at 8 o'clock.

NEW SCHOOLS AND CHANGES

E. L. Bean, for the past five years Supervisor of Penmanship in the Ocean Grove (N. J.) Public Schools, has resigned his position and has opened the Asbury Park (N. J.) Business College. He reports a very good attendance thus far.

Rowe College, Kalamazoo, Mich., has changed its name to Celery City Business College. In the hands of the Messrs. Garvey and Anderson it is meeting with most excellent success.



In this issue I give the balance of the initials which complete the entire alphabet. Outline your work carefully and use any colors that you desire. Instructions given in the February issue apply to these initials as well.

In the April number I will run a complete set of resolutions.

















RESULT OF CONTEST

The students who sent in the best work on H. G. Healey's plate in the December issue are as follows: James A. Wilson, Chicago, Ill.; Colon Baker, Poughkeepsie, N. Y.; Frank W. Gage, Columbus, Ohio; W. E. Ball, Heffley School, Brooklyn, N. Y.: Anna Melody, Magdalene Melody, Helen Cumningham, Phyllis Wilkinson, Agnes Krass, Agnes Fisher, all of St. Mary's College, Monroe, Mich. Each one of these students received a set of Ames's copy slips.

"What you know is a club for yourself, and what you don't know is a meat-ax for the other fellow."

PENMANSHIP SUPPLIES

THE JOURNAL will send the following supplies by mail for the prices named: Stamps taken.

Soennecken Broad Pointed Pen for Text Lettering, set of 11, 25c.

Double Holder for Soennecken Pens.—Holds two pens at one time, 10c.

French India Ink.—1 large bottle by mail, 50c.; 1 dozen by express \$5.00.

dozen, by express, \$5.00.

Gillott's Double Elastic E. F. No. 604 Pens.—A medium fine pen. 1 gross, 75c.; ½ gross, 25c.; 1 dozen, 10c.

Gillott's Principality, No. 1 Pen.—A very fine pen.
1 gross, \$1.00; ½ gross, 25c.; 1 dozen, 10c.

Oblique Penholders .- One, 10c.



EDITOR'S SCRAP BOOK



C. SHEARER, of Philadelphia, Pa., favors The JOURNAL this month with some nicely written cards.

W. D. Chamberlain, of Cleveland, Ohio, is the possessor of a splendid business hand. He is also very skilful in executing engravers' script.

Some dashy ornamental capital A's come from the pen of Hugh McKay, of Waco, Texas.

J. W. Washington, of the Boston Pen Art Co., South Boston, Mass., sends us some ornamental cards that would pass muster among the best.

Charles F. Zulauf, of New Brighton, S. I., swings a very skilful quill, which fact we note from a packet of ornamental work received.

Some very creditable work on the Madarasz Course in card writing comes from Fred Lafontaine, Bristol, R. L.

J. D. Valentine, of Pittsburg, Pa., has also tried his hand on the Madarasz Card Writing Course, and is succeeding very nicely.

We wish to acknowledge some beautifully flourished cards from M. B. Moore, Morgan, Ky.

Cards of a very high grade, written in the ornamental style, come from the pen of F. S. Heath, of Concord, N. H. Mr. Heath stands in the front rank in this line of work.

A. W. Kimpson, of Mexico, Mo., writes a splendid ornafinental style, which fact we note from a card he sent us. Other cards have been received from X. C. Brewster, Hornell, VX. Y.; W. E. Milliken, Albuquerque, New Mexico, and J. B. Wilson, Parsons, Kans.

E. H. McGhee, Trenton, N. J., sends The JOURNAL some nicely written specimens in both the ornamental and business styles.

Some ornamental signatures come from the pen of J. H. Rogers, Warrensburg, Mo.

Oscar Ellefson, of Olga, Minn., is progressing very nicely with his ornamental writing.

Letters worthy of mention, written in the business and ornamental styles, come from the following: C. E. Sorber, Noxen, Pa.; R. W. Ballentine, Chicago, Ill.; J. W. Washington, South Boston, Mass.; H. N. Staley, Baltimore, Md.; Charles F. Zulauf, New Brighton, S. I.; R. G. Morris, South Chicago, Ill.; W. A. Clark, Howell, Mich.; F. Romero, Mexico City, Mexico; J. O. Peterson, Hoopeston, Ill., and W. G. Crabbe, Washington, D. C.

Nicely executed superscriptions continue to come in. Those worthy of mention this month come from J. E. Plummer, Baltimore, Md.; W. A. Hoffman, Valparaiso, Ind.; Fred Lafontaine, Bristol, R. I.; T. B. Bridges, Oakland, Cal.; C. E. Sorber, Noxen, Pa.; J. O. Hulbert, Glastonbury, Conn.; C. E. Brumaghim, Gloversville, N. Y.; C. J. Gruenbaum, Lima, Ohio; J. H. Park, Newark, N. J.; R. G. Laird, Boston, Mass.; A. S. Heaney, Oklahoma, Okla.; C. M. Wright, Red Cloud, Neb.; George W. Leids, Philadelphia, Pa.; C. B. Hall, Yonkers,

N. Y.; H. A. Reneau, Onincy, Ill.; T. C. Strickland, East Greenwich, R. I.; A. Willoughby, Houston, Mo.; C. W. Jones, Brockton, Mass.; E. S. Lawver, Los Angeles, Cal.; L. M. Hatton, Tampa, Fla.; J. G. Steele, Trenton, N. J.; Miss Bertha W. Ferguson, Salem, Mass.; H. McKay, Waco, Texas; C. A. Barnett, Oberlin, Ohio; T. H. McCool, Philadelphia, Pa.; G. W. Napier, Sioux Falls, S. D.; Charles F. Zulauf, New Brighton, S. I.; J. B. Wilson, Parsons, Kan.; H. N. Staley, Baltimore, Md.; W. C. Lytle, Quincy, Ill.; Oscar Ellefson, Olga, Minn.; A. R. Damon, Boston, Mass.; C. E. Doner, Beverly, Mass.; J. W. Washington, South Boston, Mass.; L. C. McCann, Mahanoy City, Pa.; E. C. Mills, Rochester, N. Y.: E. H. McGhee, Trenton, N. J.; Irwin P. Mensch, Parkersburg, W. Va.; D. W. Hoff, Lawrence, Mass.; W. S. Morris, Pennsboro, W. Va.; J. D. Valentine, Pittsburg, Pa.; H. G. Burtner, Pittsburg, Pa.; R. E. Leaf, Santa Cruz, Cal.; L. J. Werzinger, Waterbury, Conn.; W. J. Trainer, Perth Amboy, N. J.; O. J. Hanson, Grand Forks, N. D.; D. H. Farley, Trenton, N. J.; R. M. Browning, Baltimore, Md.; D. N. Greer, Braddock, Pa.: J. H. Janson, San Francisco, Cal.; R. G. Morris, Chicago, Ill.; E. T. Overend, Pittsburg, Pa.; J. J. Hagen, Minneapolis, Minn.; W. W. Bennett, Minneapolis, Minn.; J. C. Shearer, Philadelphia, Pa.; A. D. Deibert, Watertown, N. Y.; W. C. Brownfield, Columbus, Ohio; J. D. McFadyen, Ottawa, Ont.: C. A. French, Boston, Mass.; E. M. Barber, New York; Filogonio Romero, Mexico City, Mexico; A. Collins, Oakley, Idaho; S. B. Hill, Cortland, N. Y.; S. C. Malone, Baltimore, Md.; J. M. Reaser, New Orleans, La.; D. Crowley, Boone, Ia.; J. J. Bailey, Toronto, Ont.; H. C. Walker, St. Louis, Mo.; F. W. Tamblyn, Kansas City, Mo.; C. M. Miller, Dayton, Pa.; H. A. Brown, Milwaukee, Wis.: F. S. Field, Flushing, N. Y.; P. W. Clark, Louisville, Ky.; W. J. Elliott, Toronto, Ont.; J. O. Peterson, Hoopeston, Ill.; H. S. Shockley, Asheville, N. C.; W. P. Canfield, Owatonna, Minn.; E. M. Huntsinger, Hartford, Conn.; W. G. Crabbe, Washington, D. C.; J. B Knudson, Belmont, Mass.; E. A. Zartman, Omaha, Neb.; R. W. Ballentine, Chicago, Ill.; A. D. Skeels, Detroit, Mich.; J. D. Valentine, Pittsburg, Pa.

SHORTHAND STUDY CLUB

Scarcely a town or even a small village in Germany is without a Shorthand Study Club, where young people, and ofttimes older ones, come together to study shorthand and engage in practice work.

What better plan could be desired than the forming of such a club by the readers of The Journal. We propose to inangurate a movement that will result in the establishment of a large number of these Shorthand Study Clubs. We must have the co-operation of all lovers of the art. No. 229 Broadway will be the home office. Join our Study Club and secure three, four or five others and start at once to make wise use of spare hours, odd moments and also regular gatherings several times a month.

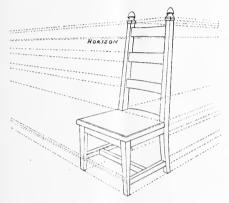
We will aid this club by way of suggestions in every possible way.

************************************* PEN DRAWING AND ILLUSTRATING VALENTINE SANDBERG

OR the March lesson I show how to draw a chair. I trust that you succeeded very nicely

with the vase. Place a chair on the floor in front of you in about the same position as the one I show

in this lesson. Draw the horizon line, and then the nearest vertical edge of the nearest leg. You are now ready to sketch



in the seat, the remaining legs and the back of the chair Be sure to have the lines converge to their vanishing points.

For practice work I should like to have you sketch a chair in different positions. Always keep in mind the horizon and vanishing points.

STUDENTS' SPECIMENS



ECAUSE of the many features crowding this number, extended mention cannot be made of all the beautiful work received. The grade is constantly improving, and penmanship teachers are to be congratulated on the success they are winning in this important field of education.

Among the schools sending in work worthy of honorable mention are the following:

McCann's Business College, Mahanoy City, Pa., L. C. McCann, instructor.

Northwestern Business College, Chicago, Ill., A. R. Furnish, instructor.

Houston, Mo., Business College, A. Willoughby, instructor.

Coleman National Business College, Newark, N. J., M. M. Van Ness, instructor.

Labette County High School, Altamont, Kans., Barney McDaniel, instructor.

Cream City Business College, Milwaukee, Wis., H. E. Welbourne, instructor. International Business College, Fort Wayne, Ind., J. N.

Fulton, instructor. Williamsport, Pa., Commercial College, E. S. Watson, in-

Central Business College, Toronto, Ont., J. M. Tran, in-

structor.

Joplin, Mo., Business College, G. W. Weatherly, instructor

Lima, Ohio, Business College, C. J. Gruenbaum, instructor

Dakota Business College, Fargo, N. D., E. C. Watkins, instructor.

Gem City Business College, Onincy, Ill., I. M. Latham, instructor

American Commercial School, Allentown, Pa., O. C. Dorney, instructor.

Eastman College, Poughkeepsie, N. Y., S. E. Leslie, instructor.

Dover, N. H., Business College, Miss Grace Cassiday, instructor

Knoxville, Tenn., Business College, H. Woodward, instructor.

Drake Business College, Newark, N. J., J. H. Park, in-

structor. Chicago, Ill., Business College, R. W. Ballentine, in-

structor. Mrs. Florida Hendrix, Itinerant Teacher, Gainesville,

Willis Business University, Springfield, Ohio, E. W. Mil-

ler, instructor, Oberlin, Ohio, Business College, C. A. Barnett, instructor.

National School of Business, Concord, N. H., C. C. Craft,

Tampa, Fla., Business College, J. A. Prowinsky, in-

American Business College, Minneapolis, Minn., J. J. Hagen instructor

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Meadville, Pa., Commercial College, R. D. Powell, in-

Marietta, Ohio, Commercial College, M. A. Adams, instructor

Rutland, Vt., Business College, L. J. Egelston, instructor. Blair Business College, Spokane, Wash., Fred Berkman,

Merrill College, Stamford, Conn., F. E. Barbour, instructor.

A. H. Steadman, supervisor of writing, Cincinnati, Ohio. Poughkeepsie, N. Y., High School, Geo. H. Van Veghten, instructor.

Miss Marie Harrison, McKeesport, Pa., W. H. Wetzel, instructor.

New London, Ind., Public Schools, C. S. Auble, instructor.

Good work has been received from the following home Henrietta Swanson, Jersey City, N. J.; G. G. Hoole, Columbus, Ohio; Edgar T. Wagner, Baltimore, Md.; E. A. Stiles, Columbus, Ohio; Victor Satter, Perth Amboy, N. J.; Catherine Fleming, Jersey City, N. J.; L. Heiman, Fort Madison, Iowa; A. J. Perrone, Brooklyn, N. Y.; R. W. Gobel, Northampton, Pa.; Alm. Riopel, Longueuil, P. O.

"I have been receiving the JOURNAL regularly, and I must say that I am highly pleased with its up-to-date work. The lessons on engrossing especially have been a source of great attraction for me. The other features of the Journal, are commendable in every respect, and I trust that the standard will be maintained throughout the coming year."-J. F. SARLEY, Chicago, Ill.

December 12, 1007.





A FRIENDS: I wonder if you have ever read the story of Ella Grant Campbell's life, or possibly have known her.

Her work from childhood has been so interesting and somewhat extraordinary that you should know about her, even though she was not a stenographer or bookkeeper. She was a florist, and her endeavors at horticulture have been of the widest scope. The Cleveland (Ohio) newspapers, when referring to her hothouse, speak of it as being "the best equipped and best managed" in the city, which proves to us that, underlying her love for flowers and talent in making them grow, she was a business woman; therefore she interests us.

As is the usual spur, lack of money prompted her to earn funds. The stortifed "hard luck" attached itself to her father when she was but thirteen. She, womanlike, set herself to performing tasks she heartily disliked, such as crocheting, delivering butter and similar homely occupations. Her recreation, in the meantime, was her care for flowers. She determined to be a florist, and applied for a position with a then prominent florist to do general work and take care of office and flowers. Three or four months in this division of labor made her cuthusiastic to become an independent owner of a floral establishment.

Fate in the person of a well-to-do postmaster favored her by sparing some rare cuttings from his greenhouse. These, with choice ferns she gathered from the woods during the Summer, pretty well filled tables and shelves in "the front room" her mother had allotted to her use. Her hanging basket was originated from an old hoopskirt dipped in scaling wax. The trials and tribulations that befell her in securing the desired temperature from a rickety coal stove were many, and the nights were not few when, during the severest Winter months, she slept in that room, getting up several times to feed the fire.

Her brother, who had been called upon to assist her to move plants from frost-painted windows too many times to enjoy it, urged her to purchase the pile of lumber and glass from a torn-down greenhouse, which had been offered to her for \$10, stating that he would help her put it up.

She believed the debris, for such it may be called, worth the required investment, but, like all real estate investments, her first instalment was but a small portion of the cost of the finished work, which ultimately amounted to over \$100, counting the extra expense of putty, limber and nails. Half of the glass she set herself. Another old stove was utilized for heating. Her debtors were many, for she had paid none of the bills accumulated in erecting the structure.

Through her ability to secure customers, her assiduity to required duties and her perseverance she cleared, the following Sprine, the little property with its flower contents from all incumbrance

By another year her business was prospering. Then she began to introduce plant specialties and to grow only the choicest varieties. She says concerning this particular year: "From the first I have always believed in pushing business, and I went after my orders instead of waiting for them to come to me, though I always endeavored to keep within the limits of good taste in this direction."

She had the true American idea of growing, so the next year found her installed in a three-hundred-and-fifty-dollar greenhouse, which was not free from debt for two years. At this period of her career she originated beautiful designs, and, being anxious to be numbered among the world-recognized florists, she made her first exhibition at the State Fair at Columbus.

Imagine, if you can, her discouragement when she unpacked her several designs and found them not beautiful specimens of color scheme and loveliness, but imperfect and faded pieces with many blossoms decayed. Her deft fingers with skilful selection arranged the flowers so artistically that she won several prizes. Then her stamp was cast. Large orders came rapidly and constantly. Later on she competed again in a larger exhibition and won first premium.

One of the large newspapers hired her as floral correspondent, thus opening a new field of work.

Another two years made it necessary for her to erect other greenhouses, the "forcing" house, which was planted principally to roses; a house for tropical plants, and a homelike office. In all of these years, even when success was positively hers, she has done all of the watering, although she employs many young men and women as assistants.

Perhaps the most prominent occasions requiring her attention were exhibitions at the large chrysauthemum shows, at society weddings and city functions, but especially the preparation for decorations at President Garfield's funeral. Cleveland is indebted to her for her artistic arrangement of many of its parks.

Sarah K. Bolton, in telling of Mrs. Campbell's work, mentions the business rules that she adheres to. They are: "Advertise thoroughly. Carry the best stock. Sell at small profits. Improve every opportunity to increase trade."

It is characteristic of her to attempt to please all customers whether for large or small orders; to be systematic in everything.

We know that little acorns produce big trees, and this is remarkable. We do not often learn of a spacious greenhouse filled with lilies, roses, violets, all of those lovely, sweet-scented blossoms we are estatic about—all those increasing from the fact that success first rewarded in making a half dozen cheap geraniums grow. One little woman tried to win, became discouraged as women do, worked again and kept on trying, and has won.

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ENGRAVERS' SCRIPT o. E. HOVIS

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HE work this month is words beginning with the capital letters presented in our previous lesson. You should write each word at least fifty times, being observant of slant, spacing, weight of shade, smoothness, etc. Avoid stiff-looking

curves and wedge-shaped shades.

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Special Cable to The New York Times.

London, March 6.—Miss Rose L. Fritz, of New York, the champion typist, was sitting at her machine in the Business Exhibition at the Olympia this afternoon when the Prince and Princess of Wales came by.

"They tell me that you have done some wonderful things, Miss Fritz," said the Prince. "We should like to see you work."

Forthwith the American girl's fingers moved rapidly over the keyboard of her machine, and in sixty seconds she handed to the Prince a sheet containing 113 words, properly punctuated and without a single error. "It is wonderful," said the Prince. "Do you mind signify: "He carried the souvenir away over the signature "Rose L. Fritz."

"I am pleased to state that I consider 'A Practical Course in Touch Typewriting,' the only text-book from which I studied, the best Typewriting instruction book that I have seen. The exercises are excellent and have helped me wonderfully in working up speed. The whole course is very interesting from the beginning, and it cannot but produce the best results in the shortest time."—Rose L. Fritz, World's Champion Typist.

ISAAC PITMAN SHORTHAND

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VOL. 32

APRIL, 1908

No. 8

Henry D. Woshert

DESIGNER AND ENGROSSEA

Friend Healey:—
The Journal for 19478 is a record treaker.
Every number seems to be the best.
Sincerely:
Henry D. Goshert.

BETTER DAYS FOR PENMANSHIP IN OUR PUBLIC SCHOOLS



HE Board of Education of New York City, in order to supply the demand on the part of public school teachers for training in penmanship, has organized evening classes, where instruction may be had two evenings a week in the

genuine old-fashioned muscular or free-arm movement writing. It is impossible to state how many teachers are enrolled, but it runs up into the hundreds. The corps of instructors is composed of old experienced commercial school men, and the movement taught and the methods employed are the simon-pure article. Those giving instruction at the present time are Miss Marie L. Bayer, Messrs. G. W. Harman, A. J. Scarberough, Howard Keeler, W. A. Ross, W. Meehan and W. R. Hayward.

This is a prodigious step forward in public school administration. It strikes at the very root of improper and ineffectual teaching. If the children in our public schools are to be properly trained, reliance must be placed almost entirely upon the efficiency of the class room teacher. This will by no means do away with the work of the supervisor—no more than an efficient teaching force would displace the superintendent. The supervisor will still have his work to do. It will be for him to systematize and to plan the work, and, where teachers are unprepared, by means of conference and organizing for normal instruction, he can very readily bring all up to a high standard of teaching efficiency.

That the teaching of writing in the majority of the public schools of this country has been a lamentable failure has been well known for years among practical penmen. Could the authorities in charge of the work have seen the results in their true light, what is now taking place would have been done years ago. Properly taught, no branch in our public school course is more certain of results among all pupils. These results may be shown in a tangible form as in no other branch. It only takes a few seconds to ascertain whether or not a pupil is a good writer. It would require some time to measure his knowledge of the principles of arithmetic or of facts in history or geography.

In the public school work especially no attention whatever has heretofore been paid to methods of execution. Few, if any, exercises have been given in order to facilitate freedom and scope of movement. The pupil has been left to his own discretion in regard to speed. The only element attracting the teacher's attention has been that of legibility. Even the letter forms used in many cases have been poorly adapted to business, and in later school life or in early business life these forms have gone to pieces and lost their identity when speed has been required.

There is a great missionary field open to every practical penman in America to-day. We urge each one who reads this to do what he can in his own community to aid the public school teachers in acquiring skill as penmen and efficiency as instructors. The plan adopted by the New York Board of Education is perfectly feasible in every other city.

PUBLISHED BY

THE NATIONAL PENMANSHIP PRESS

HORACE G. HEALEY, EDITOR 229 BROADWAY, NEW YORK

TWO EDITIONS.

THE JOURNAL is published monthly in two editions.
THE PENNAN'S ART JOURNAL, 32 pages, subscription price 75 cents a year, 8 cents a number.
THE PENNAN'S ART JOURNAL, News Edition. This is the regular edition with a special supplement devoted to News, Miscellany, and some special public-school features. Subscription price \$1.00 a year, 10 cents a number.
All advertisements appear in both editions; also all instruction features intended for the student.

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Regular Edition—45 cents a year. In clause of more contents each.

News Edition—\$1.00 a year. Five subacriptions, \$5.00; one hundred subacriptions, \$100.00.

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tions in Boroughs of Manhattan and Broux, New York, 25 cents a year extra, to pay for additional coat of delivery.

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\$3.00 an inch. Special rate on "Want" ads. as explained on e pages. No general ad. taken for less than \$2.00. those pages.

CHANGE OF ADDRESS.

Subscribers wishing to have their magazine sent to a new address should notify us promptly, giving the old address and specifying the edition, whether News or Regular. Notices must be received one full month in advance, that all copies may be received.

The one thing of which The Journal Is proudest Is that nine-tenths of the school proprietors and teachers that take the trouble to put it in the hands of their students at the clubbing rate think enough of the paper to send in their own subscription year after year for the News Edition at one dollar.

THE PENMANSHIP CERTIFICATE



LL candidates for the certificate issued by this magazine for proficiency in penmanship should send in specimens of their final work immediately. All who have been following Mr. Lister's lessons and who have done the work to

the satisfaction of their instructors are entitled to a certificate signed by Mr. Lister.

The certificate issued by the PENMAN'S ART JOURNAL is printed on beautiful azure-tinted paper and is awarded to the candidate for having attained a satisfactory degree of skill in business writing after having followed a course of lessons given in our magazine while a student in the school he has been attending. Certificates are awarded only to those who are subscribers.

The small fee of 50 cents is charged to pay for engrossing the name of the student and the name of the school.

TRAINING FOR EFFICIENCY

Emerson says, "No, I am not particularly interested in your course of study; what I want to know is who is your teacher?" The teacher is the school. You do not need to worry about the course or anything else, if the teacher is right. His efficiency makes everything else easier-getting new pupils, holding present pupils and placing the graduates. He is like an electro-magnet, he not only draws but he holds. Students are not anxious to get out of school when they have a good teacher-one who is developing them and training them every day. They realize that every hour in his presence



L. C. SPENCER.

The man behind the Chartier-Spencer Publishing Company, New Orleans, La. Ninth of a series of "Men Behind Great Business Enterprises Closely Associated with Commercial School In-

increases their efficiency. Increased efficiency means a larger salary and more rapid promotion after they leave school. This teacher impresses his pupils with the two-moves-ahead idea. They see beyond their first position. Their first position is simply a lever to pry up a bigger and better one.

A responsible house is not going to replace a manager, a superintendent or a foreman with a recent graduate. He is going to make a selection from some present employes, and the one who is going to get the prize is the one who has done his present work so well that he has bulged out-has in some way shown his fitness for greater responsibilities. Many houses before thinking of employing a new assistant take into consideration the fact whether or not he can be rapidly promoted and whether he has the making of an executive.

You may be sure that if one is promoted from the ranks of stenography or accounting to an executive position it is because he knows something besides shorthand and bookkeeping. Let us not forget that it is because of our extra accomplishments that we are successful in impressing our superior officers. The very fact that one is an expert stenographer or bookkeeper and knows and can do nothing else is very likely to keep one in that position for life.

However, the best stenographers and the best bookkeepers are also good for many other things, and when the slightest opportunity presents itself they attempt these other things. Therefore, it behooves the office assistant, no matter how humble his position may be, to grasp eagerly every chance that will give him an opportunity to show he can do more than what is now assigned to him-duties of an executive nature especially-those duties which require correct judgment and prompt decision, and, above all, a loyalty to the house.

A PATRIOTIC SUBSCRIPTION

"I enclose a postal money order for \$5.00 in payment of my subscription to the Penman's Art Journal for five years. Please acknowledge receipt of same and oblige.

"I am pleased with The Journal, which seems to grow constantly better. If there is room in its columns for an occasional contribution from the far-away Pacific Northwest, I may prepare an article from time to time for pub-A. P. Armstrong, Portland, Ore. lication.

"March 3, 1908."



This month we have asked Mrs. Noble to contribute to the Young Man's Page. Mrs. Noble is a practical busin-ss woman and we thought that a few words from her might be a welcome innovation. It was the plan of the editor of this page to contribute some paragraphs to the Young Woman's Page, but, not feeling equal to the emergency, the same has been deferred until a later issue.

By Mrs. NINA P. II. NOBLE.



T is a question in my mind whether it is a literary duty by request to give you a portion of the sermon your grandmother considered necessary when she allotted the gingerbread much desired

in knickerbocker age, or whether we shall talk together of the magic success, of which much is written, to which no specific clue can be obtained, and which we all want as much as the fabled fox wished for the grapes that proved so sour. Success sometimes sours people, if not sour itself, I fear. We like to be dubbed Sir Knights of the success court, but the sword that knights us sometimes pricks.

I suppose there is no characteristic in men that women so much admire as strength of mind. A weakling, a so-called effeminate, appeals to the woman of character and true worth as little less than the buffoon in the stage of life. He does not receive even her pity—hardly the justice his men acquaintances would render.

Strength of mind gives him such qualifications which must eventually, sometimes late in life, it is true, grant that success he strives for—that fellow-recognition of his ability and merits that is every honest man's due. Those qualifications are, then, honesty, high-mindedness, willingness to work and thereby encounter and overcome obstacles, courage and cheerfulness.

You have read books and remember how much homage you paid to a Peter Stirling, a Daniel Deronda, a Tressilian, and how you despised the villain, the dark shadows of fiction and actuality. Honesty consists not in telling the truth simply and dealing right-handedly, but in saying "no" when the negative stands for the right, and a "yes" when such a reply brings integrity. Herein lies the battle, and that battle begins in early school. It never ends.

The lad or the man who thinks high, so that his speech is free from both boastful and undignified words and mannerisms, will never be termed a prig, a smirk, a coward, a conceited railer or any other unfortunate epitome.

The laggard is another personage distinguished by the sarcasm of man and woman alike. By the adverse turning of fate there are instances where the brightest man is the laziest. A hard worker is not necessarily niggardly of pleasures or methods of the proportion of the personage of the proportion of the personage of the proportion of t

A man prizes that which he labors most for, and woman cares less for it, wherein exists a wonderment and unanswered question.

I believe that it takes fully as much courage to face the miraculous and numberless temptations of city and country maelstrom as for a sailor to brave a tempest. Environment means much to the young man; his home influence may protect him and guide him till eighteen or twenty, and he is not so apt to yield thereafter, but, even then, it is a difficult matter for him seemingly to sacrifice the renowned "pleasures of life." No woman, who is more or less guarded by society, if not by home, can imagine what it means for men to pass by saloon, eigarette and hundreds of other open-hand invitations. I have the greatest honor for the honored and honorable man. If you have not read "Helpful Hints for Business Helpers" in Elbert Hubbard's February Philistine, do so, for it conveys what a by-no-means nonentity considers essentials in business life.

Cheerfulness, our last-named requisite, has done as much as any one trait to advance a man. The man with the drooping mouth, addicted to melancholia, has no place. People do not like to hear woeful tales, unless we except gossips, and they make an Encyclopaedia Britannica out of a half-imagined short story. I fear the adage about the weeper who weeps alone is too true. The man with a smile is a foregone conclusion for the next rise. I know one man whose habitual countenance advertised "lost—all my friends." He ultimately did; his house burned, and his business failed. I know of another man who has encouragement for everybody, and is ever kindly and cheerily helpful. He was a poor boy once; he is known widely in all continents to-day.

That story about the frogs you have all heard has so happy a moral that I am tempted to repeat it. Two frogs fell into a dairymaid's milk pan. One hopped around a few times, decided life was too sad and irksome a proposition, so died. The other kept on cheerfully jumping, so that when the dairymaid returned for the milk and cream she found a pat of butter with a frog on top.



FLOURISHING BY M. B. MOORE, MORGAN, KY.



You have now completed half the course. I hope you are getting as much good out of this course as I did out of courses I followed in the JOURNAL a few years ago. You may not be making as much improvement as you would like, but perhaps you are not practicing exactly as you should. There is a great deal in knowing how to practice and then doing the very best you know. Even then you may not be satisfied

with the improvement you are making. But perhaps it will console you to know that I have never known any one who felt that they were improving as much as they should for the amount of time they were spending in practice. If you want to see just how much you have improved, however, since you began this course prepare a few pages of

"I am gaining I am gaining. I am A specimen of my piain business writing

COPY 40—Compare your best work on this copy with the page of work you made at the beginning of this course. If you have followed the course carefully you are bound to see a marked change. Send specimen to the editor. I am sure he would be glad to see what you have accomplished.

"I I I L L L L D L D D D Denver Denver Denver Darwin Dar

COPY 41—Practice this movement exercise for fifteen minutes. Study form of D. The small loop at the base line will give you trouble. Give it most attention, but don't forget to finish the letter properly.

"Laconia Loconia Loconian Locon

COPY 42—Begin the L with a dot. The down stroke is the same as that in the D, except it is longer and curves more at the top. Don't make the loop on the base line too large.

COPY 43—This is a valuable movement exercise for developing the principal stroke in the T and F. In making the cap for the T, begin with the same small loop that you used in making the Q, M, etc. In finishing the letter, make the turn at the left sharp.



COPY 44-The instructions for the T will apply to the F. Write easily. Never work in a poor position or with a cramped movement.

Samoan Samoan Saracen Saracen

COPY 45—Curve the beginning stroke for the S considerably. Note how the letter is finished. The down stroke is a double curve.

" 4 4 4 4 4 4 4 4 4 4 4 4 Geneva Geneva Germania German

COPY 46—The beginning stroke for the G is the same as in S. Write the long words without lifting the pen.

111111111111 Jonian Jonian Ammunes Ammu

COPY 47—Curve the up stroke in the I a great deal. The down stroke is almost straight. Finish it like the T.

Jasmine Jasmine Junior Junior J

COPY 48-The beginning stroke for the J is the same as for the L. Keep the long down stroke straight. The part below the line is not quite as large as the part above. Note the proportion.

COPY 49—Make a straight down stroke for the P, and in finishing the letter try to retrace this down stroke.

The pen is sometimes lifted, but for rapid business writing, I think it better to retrace.

PPPPPPPECC Roman Coman Coumania Couman

COPY 50—The first part of the R is like the P. The last part is finished like the K. Write the words rather rapidly, or at least fast enough so that the lines will show an easy movement.

BRRRRRRRRR ssemer Bessemer Bavarian Gavar

COPY 51-With this copy we finish the capital letters. You might, after practising the B carefully, try to write a complete set of capitals from memory. Of course, you should use the styles of capital you have practised in this course. I trust many of you are planning on The JOURNAL certificate. I mention it just to remind you that I am anxious to sign any number of them for those who acquire a good handwriting by following this course.



PLATE 54—The capital I finishes just as did the capital G. The beginning part is like a small I made backward. Be sure to have it on the right slant. Write an entire page of each word, and engross upon your penmanship banner the motto, "I must gain." It is this feeling of "must" that spells success in business writing as in other things.

PLATE 55—To develop the capital J spend a great deal of time on the reversed oval, as shown in line 1. Line 3 shows how to join the letter. Get a good strong swing. The signature and the sentence afford profitable practice for the advanced student.

MANNE MANNE

Unite mind and muscle and succeed

PLATE 56—Notice that the second part of the *U* is almost as high as the first. Be careful not to let the letter become too wide. The last line contains an important truth to those who would succeed in writing. It is necessary that mind and muscle should go together. If either one is lacking, failure will result.

Your letter of the gth instruction our tours tours your yours truly your struly your struly your struly your struly your struly your struly your letter of the gth instruction write.

PLATE 57—The first part of the Y is identical with the capital U. Strive for straight strokes. This is the time that the student should endeavor to secure a good quality of line.

PLATE 58—The first line shows how the I' can be easily developed. The capital I' and the small v' are very similar. Be sure to let the second part of the letter go up nearly as high as the first.

NOTICE THE DATE ON YOUR WRAPPER

A NUMBER OF JOURNAL SUBSCRIPTIONS EXPIRE WITH THIS ISSUE. If yours is one of them the date on the wrapper will fully inform you. Have you not found THE JOURNAL genulnely helpful in your work? If so, would it not be wise to send os at sone 75 cents for renewal or \$1.00 for subscription to the News Edition, and we will enrell you on our Prefessional List, which cootains the names of a great majority of leading business educators? CHANGE OF ADDRESS—subscribers wishing to have their magazines sent to a new address should notify us promptly, giving the old address and specifying the edition, whether News or Regular. Notices must be received one full month in advance, that all copies may be received. Do not bother the clubber or teacher who sent in your subscription but write to this office direct.



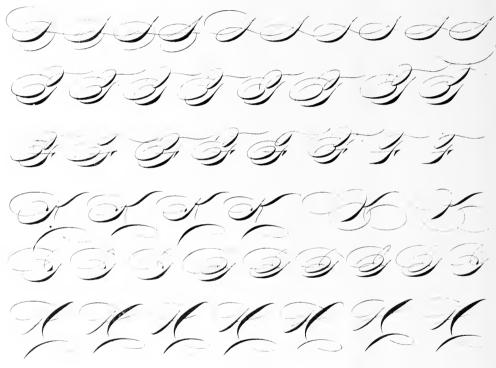


PLATE 4.

PLATE 4 is the beginning of the stem letters, and as before stated, practice carefully the drill at the top of the plate. After you have mastered these exercises, then take the letters singly in the manner previously directed, and practice them thoroughly.

PENMANSHIP SUPPLIES

The Journal will send the following supplies by mail for the prices named (stamps taken):

Soennecken Broad Pointed Pen for Text Lettering, set of 11, 25c.

Double Holder for Soennecken Pens-Holds two pens at one time, 10c.

French India Ink—1 large bottle by mail, 50c.; 1 dozen by express, \$5.00.

Gillott's Double Elastic E. F. No. 604 Pens—A medium fine pen. 1 gross, 75c; ¼ gross, 25c; 1 dozen, 10c. Gillott's Principality No. 1 Pen—A very fine pen. 1 gross, \$1.00; ¼ gross, 25c; 1 dozen, 10c.

Oblique Penholders-One, 10c.



BUSINESS ENGLISH

SHERWIN CODY _______



HOW TO WRITE A BUSINESS LETTER



SRST of all, the stationery must be right. Many young people in answering advertisements or applying for a position will use any scraps of paper that may come handy, or cheap ruled paper.

A good quality of unruled paper, with envelope to match, is worth the small cost and effort required to procure, no matter what one's position may be. Business nouses usually have good letter heads, but students neglect this matter very much to their own detriment in many cases.

In a business letter, use the typewriter whenever it is possible. Private individuals as well as business houses ought to own typewriters (they can be bought very cheaply in these days), and any person who goes into business, even if a bookkeeper, ought to be able to operate a typewriter. Many heads of business houses can do this, and every subordinate, no matter what his position, ought to have an accomplishment which is so useful and so easily acquired. Typewriting should be taught to all counting room students in business colleges.

I will not refer to the proper arrangement of a letter, such as the dating and punctuation, the opening forms, etc. Let me say merely that while a comma and a dash, a colon and a dash, or a colon may be used correctly after the salutation, the simple colon is much the most high-bred and distinguished. Careful people use the colon only, omitting the dash—and why should you not be among the distinguished?

Stiffness—a sort of legal stiffness, a documentary character—was long thought to be necessary to business letters, but that idea is now dead. When one has been taught this stiffness, as is the case with most business college graduates, it is hard to write a letter without it, but nothing should be of more value than effort to get rid of this tendency toward stiffness.

Never begin a letter with a set phrase, such as "Answering your favor of the 16th inst," or the like. Plunge at once into the thing you have to say and acknowledge receipt of letter incidentally. For example, "We regret to say we have not in stock just now the articles mentioned in your favor of the 16th inst. We shall have fresh stock in a few days," etc. Or, "We thank you cordially for the order contained in your letter of the 16th inst, which we hope to be able to ship the first of next week." In many cases it is not at all necessary to acknowledge the date. When a simple question is asked, proceed to answer it. A good way would be to have printed on the letterhead at the upper left hand side, "In reply to your letter of ————." Then each time you could fill in the date and there would be no occasion for making your letter stiff and awkward by introducing the date at all into the body.

The ideal style in letter writing is conversational. That means that it should be easy and natural, and should contain no words that would not be used in conversation. In a letter you are inclined to say, "We enclose herewith our check, No. so and so." In conversation you would say, "Here is our check to cover your invoice of October 14." It is sufficient to say "We enclose check," but many people seem to think the letter would be sadly lacking in something if "herewith" were left out.

But if you can really learn to talk in a letter, an interesting question arises: In talking you frequently use colloquialisms, not to say slang. Are colloquialisms, or slang, allowable ma letter?

My reply to that question is that colloquialisms are allowable in a business letter if you would feel free to use them in talking to a stranger in dignified conversation. To our intimates we often use terms which would shock the ears of the head of the house if we were to come face to face with him.

To speak of "letters that pull" in a business letter or advertisement is entirely allowable, though the word "pull" is not yet recognized in this sense in the dictionary. It means something, however, in the business world, which is not represented precisely by any other word, and we may suppose that in time it will become as well recognized as "boom," for example, which a few years ago was looked on as American slang.

Much depends on the character of the house sending out the letter, and of the person to whom the letter is addressed. When one manufacturer recommends a good advertising man to another house, the writer of the letter may say, "he gets right down to brass tacks," but a letter from a bank could not use such words, since bank letters are by custom considered to be on an unusual plane of dignity.

In general, however, a free use of colloquial terms such as a good salesman would use in talking to his customer, are not only allowable, but desirable in business letters, in order to get away from the stereotyped and formal, into the easy, simple and natural.

Another very important thing in letter writing is to know when to write a long letter, and when to write a short one. Many people have a bad habit of making all their letters about the same length, and to write now a very short letter, and then a very long one would be almost impossible for them.

The art of making your letters of the length the subject requires, and no longer or shorter, is a hard one to learn. It will repay the effort, however.

A letter ordering goods, or making inquiries concerning buying in any phase, usually should be as short as possible. There are glenty of chances to buy, and a brevity almost to curtness best indicates the buyer who can choose for himself. Lengthiness in a buying letter is usually a sign of weakness.

A letter to sell, or to keep a customer in line, or answer the complaint of a customer, can, on the other hand, hardly he too polite even to diffuseness. The only limit is what the recipient of the letter will read. If he is sufficiently interested to read much, give him much; if he is not interested at all, much in the smallest possible compass is the ideal.

"Education is a good deal like eating—a fellow cannot always tell which particular thing did him good, but he can usually tell which one did him harm. After a square meal of roast beef and vegetables, and mince pie and watermelon, you can't say just which ingredient is going into muscle, but you don't have to be very bright to figure out which started the demand for painkiller in your insides, or to guess, next morning, which one made you believe in a personal devil the night before."

PEN DRAWING AND ILLUSTRATING VALENTINE SANDBERG

In this lesson you will note that I have given a cottage on a hill. Study the drawing carefully.

First draw the horizon line near the top of the hill. You will notice various perspective lines running from the line.



Determine the length, breadth and height of the house by comparing one with the other.

Keep in mind constantly the horizon and vanishing points. Pencil in the house first and then draw with ink, erasing your pencil lines.

STUDENTS' SPECIMENS

The JOURNAL desires to acknowledge receipt of the high grade specimens of pupils' work which have reached our office during the month. The specimens come from the following and show that the teachers are getting splendid results in business writing:

Eastman College, Poughkeepsie, N. Y.—S. E. Leslie, instructor.

Northwestern Business College, Chicago, III.—A. W. Lesley, instructor.

Technical High School, Toronto, Out.-J. J. Bailey, instructor.

Houston (Mo.) Business College-A. Willoughby, instructor.

S. D. Menn mite College, Freeman, S. D.-J. J. Engbrecht, instructor.

Public Schools, Evansville, Ind.—J. H. Bachtenkircher, supervisor.

Pittsburg (Pa.) Academy—E. T. Overend, instructor.

Spencer's Business College, Yonkers, N. Y.—Charles B. Hall, instructor.

Pottsville (Pa.) Commercial School-T. C. Knowles, instructor.

Rutland (Vt.) Business College—L. J. Egelston, instructor,

Drake College, Passaic, N. J.—L. M. Arbaugh, instructor, Metropolitan Business College, Chicago, Ill.—J. F. Sarley, instructor.

Luther Academy, Wahoo, Neb.—J. M. Ohslund, instructor. Clark Business College, Coatesville, Pa.—Lee A. Thompson, instructor.

International Business College, Ft. Wayne, Ind.—J. N. Fulton, instructor.

Woonsocket (R. I.) Commercial School—A. J. Park, instructor.

St. Mary's College, Monroe, Mich.—Sister Mary Germaine, instructor.

Newark (N. J.) Business College-A. F. Wallace, instructor.

Trainer's Private Business School, Perth Amboy, N. J.— O. J. Morgenson, instructor.

Altoona (Pa.) High School—L. D. Talbot, instructor. W. E. Ball, Brocklyn, N. Y.

Catherine J. Fleming, Jersey City, N. J. Charles Hough, Allentown, Pa.

JOURNAL ADVERTISING PAYS

"We are getting good results from your paper."

W. S. Ashby, Continental Teachers' Agency, Bowling Green, Ky. January 31, 1908.

"I am well pleased with the results from my ad. in The Journ's F. W. Martin,

February 18, 1908. Martin School, Boston, Mass.



Ornamental Signatures, by M. P. Ropp, Heffley School, Brooklyn, N. Y.



With AEMS EDITION OF THE JOUKNAIL costs \$1 a year. We hope to make it worth at least that much to every teacher and school proprietor. It is a matter of deepest gratification to us that hundreds of our professional brethren who give their students benefit of the low clubbing rates for the regular edition think well enough of The Journal to enroll their own names on the Professional List, at \$1 a year.

RECENT JOURNAL VISITORS

C. E. Douer, public schools, Beverly, Mass.

William D. Bridge, Cosmopolitan School of Shorthand, New York.

B. F. Smith, Passaic, N. J.

J. W. Beers, New York City.

M. L. Miner, Miner's Business Academy, Brooklyn, N. Y. N. A. Fulton, Sherman Business School, Mount Vernon,

N. Y.

C. A. Faust, Auto Pen & Ink Mfg. Co., Chicago, Ill. Earl Tharp, Wood's Seventh Avenue School, New York. Roy Bennett, Eastern District High School, Brooklyn, N. Y.

J. R. Lanphear, Manton, Mich.

Charles F. Zulauf, Staten Island Business College, New Brighton, S. I., N. Y.

M. S. Moyer, Bentley, Laird & Moyer, Hartford, Com. Edward Toby, Toby's Business College, Waco, Texas, and New York City.

C. E. Oliver, Hoboken, N. J.

Edward Roche, New York City. W. H. Gleazen and R. R. King, S

W. H. Gleazen and R. R. King, Smith Premier Typewriter Company, Syracuse, N. Y. C. G. Prince, supervisor of penmanship, Bridgeport,

Conn.
W. J. Trainer, Trainer's Business School, Perth Amboy,

N. J.
A. W. Madison, Thompson's Business School, New York,

M. P. Ropp, Heffley School, Brooklyn, N. Y.

G. W. Allison, Hollis, N. Y.

N. J. Aiken, Miner's Business Academy, Brooklyn, N. Y. C. H. McGuire, Drake College, Jersey City, N. J.

William Anderson, Brooklyn, N. Y.

G. H. Van Tuyl, Packard School, New York.C. C. Lister, A. N. Palmer Company, New York.

MOVEMENTS OF THE TEACHERS

John Kugler, Jr., for some years principal of the Coleman National Business College, Newark, N. J., is now president and treasurer of the Newark (N. J.) Business College, which has been incorporated. The Newark Business College is the one managed for many years by W. W. Winer, who died last fall.

C. W. Clark, for some months with the Warner Business College, Elmira, N. Y., accepted a position in the Coleman National Business College, Newark, N. J.

J. W. Beers, of Pittsburg, Pa., is now located at 436 Manhattan avenue, New York City.

D. M. Knauf, of Tacoma, Wash., has accepted a position in Heald's Business College, San Francisco, Cal.

W. L. Sisk, of the Bowling Green (Ky.) Business Uni-

versity, is the new teacher in the Paragould Business College, Paragould, Ark. •

Miss Nellie McGregor, of Kalamazoo, Mich., has charge of the commercial work in the Clarksville Female Academy, Clarksville, Tenn.

Miss Edna Taylor, of Dothan, Ala., has charge of the shorthand department in the Capital City Commercial College, Charleston, W. Va.

G. L. Polski, of Pittsburg, Pa., is connected with Stephens' Business College, Columbus, Ga.

R. F. Zeigler, of Orangeburg, S. C., recently engaged with the Ferguson Business College, Columbus, Ga.

W. A. Roberts has sold his interest in the Metropolitan Commercial College of St. Louis to his former partners, Messrs. S. N. Falder and W. R. Jasper.

Miss Margaret Van Wyke, of Hopewell, N. Y., has engaged with the Du Bois (Pa.) College of Business.

Charles M. Gray goes from Lancaster, Pa., to the Pough-keepsie (N, Y.) High School.

M. D. Ailes, of Springfield, Ohio, has become connected with the Actual Business University, Fremont, Ohio.

T. J. Williams, of the Williams Business College, Milwaukee, Wis., has sold his Oshkosh school to two of his teachers, who have been conducting it, the Messrs. Good and Tower.

Mrs. Marcella Lang, a recent graduate of the 4 C's, Madison, Wis., has charge of the shorthand department of the Joplin (Mo.) Business College, which is now owned entirely by G. W. Weatherly, who recently bought out the interest of his partner, Miss Marie J. Toohey.

J. W. Donnell, for some months with the Pennington (N. J.) Seminary, is with the Inter-State School, Cedar Rapids, Iowa, having charge of the commercial department.

E. E. McClain, who had been with the Inter-State School, is doing special work in penmanship in the Zanerian at Columbus.

Dr. W. C. Bagley, teacher in the State Normal School, Oswego, N. Y., has been appointed Professor of Education in the University of Illinois, Urbana-Champaign, Ill. He begins work September 1, 1908.

NEW SCHOOLS AND CHANGES

Herbert M. Heaney, for the past four years principal of the commercial department of the Ferris Institute, Big Rapids, Mich., and A. M. Wonnell, penmanship teacher for two and one-half years in this same school, have joined forces and have purchased the Norwalk (Ohio) Business College. They will take possession of the school July 1, but do not assume active management until about the middle of August. H. C. Short, the retiring proprietor, leaves the institution in a prosperous condition. This is certainly a strong team, and their success is assured.

NEWS OF THE PROFESSION



M. WORTHINGTON, the old-time pennan of Chicago, Ill., has recently been very ill. However, we are glad to report that he has now recovered and is back at his work again. He writes in a recent letter that business is good.

T. H. Gatlin, principal of the Abilene (Texas) Business College, reports that he has an excellent school. M. E. Thompson has charge of the business department, S. E. Maish of the shorthand department, E. B. Clark of telegraphy and pen art. A. L. Poole of the business department. The outside representatives are Mr. Osborne and T. H. Vinson.

The Detroit (Mich.) Business University observed Washington's Birthday on Friday afternoon, February 21, in the assembly room of that school. Present and former students and their friends were invited. A very enjoyable programme was arranged.

Under date of February 14, O. J. Penrose, of the Elgin (Ill.) Academy, writes as follows: "We have the largest commercial department in the history of the academy."

The Springdale St. Commercial School, St. Johns, Newfoundland, P. G. Butler, principal, is in a very prosperous condition, more than three hundred and fifty pupils being in daily attendance. At a recent meeting of the students addresses were delivered by several persons high in church and State.

"The Grit," published at Williamsport, Pa., under date of February 9, contains a half-tone photograph of the faculty and pupils of the Williamsport Commercial College. From the photograph we judge that the attendance has been very large during the past year. This is one of Pennsylvania's most successful schools. It has been established for over forty years, and numbers its ex-students by the thousands.

S. H. East, chairman of the Executive Committee of the National Commercial Teachers' Federation, under date of March 7 writes The Jounnal that the local committee is already looking ahead to the coming holiday meeting. A meeting of the Executive Committee is to be called early in the summer and everything is going to be done to make the meeting a success. At present arrangements have been made for headquarters at the Hotel English, the meetings to be held in the Shortridge High School. The association meets on Monday, Tuesday, Wednesday and Thursday, December 28 to 31, inclusive.

J. T. Thompson, of the Steubenville (Ohio) Business College, in a recent letter, states that he has the largest and most prosperous school in the history of the institution. During the holidays extensive alterations were made and the school is now equipped with the most modern and up-to-date business college furniture. The public was quick to recognize the improved conditions and the result is an increased attendance.

"The Day," published at New London, Conn., under date of Saturday, February 22, publishes in full the paper on English read by R. A. Brubeck, proprietor of the New London Business College, before the Connecticut Business Educators' Association, held at Middletown, Conn. Mr. Brubeck handles the subject in a masterly fashion. He traced the spelling of English words back from 1130 up to the present date, showing the changes that have taken place in many words. His paper showed extensive research, and should be read by all interested in the teaching of the mother tongue.

At a meeting of the alumni of the Waterloo (Iowa) Business College, held March 4, arrangements were made for a

typewriting contest, to be held on March 10. A solid gold medal has been purchased by the almini association, which will be presented to the winner. The school has also provided two medals to be given to present students who are most efficient. One is to be presented to the winner among the students who has been in the school not over three months, and the other to the student most capable, regardless of length of time in school.

The New York papers of March 7 published a cable dispatch from London describing the victories won by Miss Rose L. Fritz, the champion typist, who is giving exhibitions in typewriting at the Business Show. One day she was visited by the Prince and Princess of Wales. The Prince asked Miss Fritz numerous questions regarding her work, and also asked for a specimen. Miss Fritz gladly complied, signed her name to some paragraphs she copied, and turned them over to the Prince, who expressed his appreciation and stated that he would treasure the work.

In a recent issue of the New York Tribune we notice a paragraph regarding the invention of a typewriter for the Japanese. This has heretofore been considered impossible. The Japanese write as do the Chinese, by ideas, that is, they have a separate character for every syllable or word. It is said that the new invention is capable of typing 2,500 ideographic characters. As the average typewriter keyboard has about forty keys on it, it would readily be seen that the keyboard of the new machine will occupy considerable area.

Frank Rutherford, who for a number of years has been Eastern representative of Office Appliances, has become associated with the New York headquarters of the Gregg Publishing Company. Several years ago in the Gregg Writer Mr. Rutherford gave a half humorous, half pathetic account of the hardships which Mr. Gregg and he endured during the hard times of 1892 and 1893, when they were trying to gain a foothold for the system in Boston. They were enthusiasts, filled with a deep conviction that the "cause," as they called it, would finally triumph. In 1894 Mr. Rutherford went to New York and established a school which, after some years of successful work, he sold to Charles M. Miller, who had adopted Gregg Shorthand. Subsequently Mr. Rutherford turned his attention to touch typewriting, which was then becoming popular, and devised an ingenious plan of memorizing the keyboard by means of rhymes. In the interests of the Remington Typewriter Company he lectured on the subject before schools in all parts of the country. Mr. Rutherford is well and favorably known by all the school men in the East. We extend our congratulations to all parties concerned.

In the last issue of our magazine we referred to the advisability of organizing Shorthand Study Clubs. The par agraph brought a response from the Homestead, Pa., Stenographic Association. This is a flourishing organization that holds a social session once a month, and once a week a business and practice meeting. It has a constitution, by-laws and officers. E. H. Tewksbury is president. He writes us that should any of our readers desire to know more about their association be would be very glad to answer any inquiries. We respectfully refer all interested to Mr. Tewksbury. We have a copy of the constitution and by-laws. The same seem to be very complete. Every city or village where a half dozen or more shorthand writers reside should have its Shorthand Study Club. We should like to hear of the organization of others,



PROGRAMME FOR THE E. C. T. A. CONVENTION CENTRAL HIGH SCHOOL

Broad and Green Streets, Philadelphia, April 16, 17, and 18

THURSDAY MORNING.



O regular session of the convention will be held on Thursday morning. This time has been set aside for sight-seeing. The committee has provided a quick but thorough means of gaining specific knowledge of the city and its surround-

ings. Philadelphia is replete with incidents, scenes and landmarks associated with colonial days. Historic, commercial and financial interests abound. The committee has this part of the programme in hand, and has arranged for well-informed guides to accompany each party and point out and explain the places of interest. The following itineraries have been arranged and will leave Hotel Walton promptly at 10 o'clock A. M.:

Route 1-Baldwin Locomotive Works.

Route 2-The new United States Mint.

Route 3—Commercial and Financial—the Bourse, United States Custom House, Builders' Exchange, Stock Exchanges, etc.

Route 4—Historical—Congress Hall, Independence Hall or the Old State House, Independence Square, Philosophical Hall, Carpenters' Hall, Franklin's Grave, Betsy Ross House, the Pennsylvania Hospital, United States Post Office.

Route 5-Girard College for Orphan Boys.

Route 6—Fairmount Park and its interesting features.
THURSDAY AFTERNOON, 1:30.

Invocation.

Address of Welcome to Philadelphia—Hon, J. E. Reyburn, Mayor of Philadelphia.

Welcome on Behalf of Educational Institutions of Philadelphia—Dr. M. G. Brumbaugh, Superintendent of Schools, Philadelphia.

Response—J. E. Gill, Rider-Moore and Stewart Schools of Business, Trenton, N. J.

Address by President of the Association—S. C. Williams, Rochester Business Institute, Rochester.

Relation of the Teacher of Commercial Subjects to the Profession of Accountancy—J. E. Sterrett, Accountant, Philadelphia.

Rapid Calculation—D. C. McIntosh, Dover Business College, Dover, N. H. Discussion.

What the Schools Are Doing in Typewriting—Dr. Edward H. Eldridge, Simmons College, Boston.

A New Way of Teaching Commercial Law—Frank O. Carpenter, English High School, Boston. Discussion.

FRIDAY MORNING, 9:30 TO 12:30.

Unconscious Education, or the Personality of the Teacher—Dr. Cheesman A. Herrick, Director School of Commerce, Central High School, Philadelphia.

How to Teach Shorthand—J. E. Fuller, Goldey College, Wilmington, Del. Discussion.

A Lesson in Penmanship—E. C. Mills, Rochester Business Institute, Rochester. Discussion led by W. H. Patrick, Patrick's Business School, York, Pa., and C. C. Lister, A. N. Palmer Co., New York City.

A Lesson in Beginner's Bookkeeping—Raymond G. Laird, High School of Commerce, Boston. Discussion led by F. G. Nichols, Rochester Business Institute, Rochester.

Office Methods for the Schoolroom—M. II. Bigelow, Commercial Department of High School, Utica. Discussion.

FRIDAY AFTERNOON, 2 TO 4:30.

Philadelphia Commercial Museum, Thirty fourth and Sornce streets.

Address—Dr. W. P. Willson, Director Philadelphia Mn senns,

Industrial Philadelphia-Dr. John J. Macfarlane.

A touring lecture of the exhibits in the museums by experienced guides.

FRIDAY EVENING, 7 O'CLOCK.

1fotel Walton, tenth floor—Banquet.

SATURDAY MORNING, 9:30 TO 12:30.

Business English—J. A. Luman,, Peirce School, Philadelphia.

Shorthand Contest for the Miner Medal and the Eagau Cup. $\,$

Typewriting Contest for the Journal Trophies.

SATURDAY AFTERNOON, 1:30.

A Lesson in Typewriting—Albert L. Sanford, Winter Hill Business College, Somerville, Mass.

Business Meeting.

SATURDAY EVENING, 8 O'CLOCK.

Report of Committees on Shorthand and Typewriting Contests.

During the Convention, either at the Thursday night meeting or at one of the other sessions, an address on "Psychology as Related to the Commercial Subjects" will be delivered by Dr. John F. Forbes, president of the American Drafting Furniture Company, and ex-president of Deland University. The plans for the Thursday evening meeting have not yet been so perfected that they can be announced.

NOTES

The banquet on Friday night is to be held at the Hotel Walton, and the entire tenth floor is to be given up to the Association. The committee has several surprises in store for that evening. The chairman of the Banquet Committee is Dr. E. M. Hull, Banks Business College, Philadelphia, and to avoid disappointment it is well to send an early application to him. In Boston last year several people wished to go to the banquet and were unable to obtain tickets. A word to the wise is sufficient.

The Association is unusually fortunate in securing quarters at the Walton. Rooms may be secured as low as \$1.50 for one, or \$2.50 for two persons. Other prices are \$2, \$2.50. \$3 and \$3.50. Special parlors, which will be furnished with daily papers and magazines, will be set aside for the ladies present at the convention. Another parlor will be reserved for committees and officers of the Association.

The Friday morning programme promises to be one of the strongest ever given at any meeting of the Association. With speakers such as Dr. Herrick, Mr. Fuller, Mr. Laird, Mr. Nichols and Mr. Bigelow, and with penmen such as Mills, Patrick and Lister, a good time can certainly be expected. The Friday afternoon session will be held at the Philadelphia Commercial Museums, which probably contain the finest collection of commercial products in the world. The address by Dr. Willson, and the journey through the museum with guides under his special direction, will be of great value to teachers of commercial geography and kindred subjects.

The shorthand contests on Saturday morning bid fair to be more interesting this year than ever. Eight entries have already been received and many more are confidently expected.

E. C. T. A.

Reduced railroad and steamboat rates for the next annual convention of the Eastern Commercial Teachers' Association at Philadelphia, April 16, 17 and 18, have been secured from the Trunk Line Association. This association covers New York, New Jersey, Delaware, Maryland and a part of Virginia, and requires full fare to be paid going and one-third fare returning.

Be sure to secure certificate at point of departure, as it cannot be supplied at Philadelphia. This can be stamped at the convention at a cost of 25 cents. The certificate requires one-way fare to be at least 75 cents. Within the State of Pennsylvania the two-cent per mile rate only obtains. It is hoped that reduced rates covering New England will be granted, but this is not yet assured. Even if the saving be but little, ask for the certificate, as a good showing this year will help us next year. We will be allowed the reduced rates, however, even if a full hundred be not received. Last year at Boston there was a wide margin to spare, and we secured the reduction. Make Philadelphia better than Boston.

FRANK E. LAKEY, Secretary.

SHORTHAND SPEED AND ACCURACY CONTEST Philadelphia, Saturday, April 18, 1908

10 A. M.

RULES FOR CONTESTANTS.

There will be five contests dictated as nearly as possible at the following rates of speed for five minutes each: 160, 180, 200, 220 and 240. If necessary, in the judgment of the committee, a final satisfaction test at 260 words per minute.

At the end of the dictations each contestant will be allowed fifteen minutes to examine his notes and select one or two of the dictations for transcribing. If two dictations are transcribed the contestant will be credited with the net result of the better one of the two.

In computing results the committee will deduct one word from the gross number of words written in the five minutes for each immaterial error at all rates of dictation.

Any word omitted or wrongly transcribed which does not alter the sense will be counted as an immaterial error. Words inserted which do not alter the sense will not be penalized or counted.

Deduction for material errors will be as follows: At the 160-word rate eight words will be deducted from the gross number of words written for each material error; at the 180 rate, seven words; at the 200 rate, six words; at the 220 rate, five words; at the 240 rate, four words, and at the 260 rate, if given, three words.

No transcript in which more than 10% of the total number of words dictated are omitted or wrongly transcribed will be considered.

Each contestant may transcribe his notes in any way he sees fit, but the committee prefer typewritten transcripts and typewriting machines will be furnished to all desiring. All competitors will transcribe in one room, to which only contestants, members of the Contest Committee and one person

selected by each competitor as a watcher may be admitted. If the contestant does not transcribe his own notes, he may furnish a typewriter operator to transcribe them for him, but said operator will not be allowed to be present while the dictations are being given. No one will be permitted to communicate with a contestant while transcribing is being done.

Contestants will be allowed four hours for making a transcript, if only one transcript is made. If two transcripts are made, they will be allowed six hours in all.

E. C. T. A. TYPEWRITING CONTESTS

The committee in charge of the typewriting contests to be held at the Philadelphia convention wishes to make the following supplementary anouncement:

TIME.—The preliminary contests (required if more than five contestants enter in either class) will necessarily take place early in the forenoon, Saturday, April 18, probably about 9 o'clock. These will not be public, but any one having a right to be present may witness them.

The final contests will be held at II A. M., April 18.

ELIGIBILITY.—The School Championship is limited to those who began the study or practice of typewriting since January 1, 1907, and who have since that date spent some time in either a public or a private school as students of typewriting. Contestants will be required to state in writing the date when they began the study of typewriting and the name of the school attended, which statements must be attested by an officer or teacher of the school named.

The contest for the Championship of the World is open to all.

Only five contestants in *each class* will be permitted to compete in the finals.

N. B.—Those intending to compete in either class must notify the chairman of the committee not later than April 14.

This is the second annual contest given under the auspices of the E. C. T. A. for prizes offered by the Penman's Art Journal, of New York. For further information address J. E. Fuller, chairman, Goldey College, Wilmington, Del.; W. H. Vernon, Brooklyn Business Institute, Brooklyn, N. Y., or C. L. Altmaier, Drexel Institute, Philadelphia, Pa.

THE PHILADELPHIA SPEED CONTESTS

We wish to call attention once more to information appearing elsewhere regarding the speed contests to be held in Philadelphia during the meeting of the Eastern Commercial Teachers' Association. In the shorthand contests, besides the trophies offered by Messrs. Eagan and Miner, Isaac Pitman & Sons offer a gold medal for the best record made by any contestant who writes the Isaac Pitman System. At the present time this trophy is held by Miss Nellie M. Wood, of West Somerville, Mass. Candidates for the Isaac Pitman Medal must forward their names to Isaac Pitman & Sons, 31 Union Square, New York.

The Eagan International Cup carries with it the championship. Should any Isaac Pitman writer succeed in winning it, the publishers of Pitman's Journal will award a cash fund of \$150. Should an Isaac Pitman writer succeed in winning the Miner Gold Medal, the same magazine will give a cash award of \$75.

Portland's magnificent City Hall was burned January 24. The Portland (Me.) Business College, which is located just across the street, was not injured in any way, although the proprietor, Frank L. Gray, writes that "had the wind been blowing toward us, our building could not have been saved."

CONNECTICUT BUSINESS EDUCATORS' ASSOCIATION

The fifth annual meeting of the Connecticut Business Educators' Association was held at the Connecticut Business College, in the Y. M. C. A. Building, Middletown, Saturday, February 22, 1908.

The meeting was called to order by the president, E. J. Wilcox, of the Connecticut Business College. It was expected that Mayor Russel, of Middletown, would be present to give the opening address, but in his absence Mr. Wilcox extended a very cordial welcome to the large number present from other business colleges and high schools of the State.

The morning session was devoted to papers. David H. O'Keefe, instructor of typewriting in the New York High Schools, gave a very interesting talk on "Typewriting."

H. S. Pratt, of the Pequod Business College, Meriden, was next called upon for his paper on "Watered Stock"; but he requested that his time be given over to Mr. O'Keefe, and there being no objections, Mr. O'Keefe continued his talk on "Typewriting."

Floyd E. Barber, of Stamford, next read an interesting paper on "The Requisites of a Teacher." Charles T. Cragin, of Thompson's Business College, Holyoke, read a paper on the "Average Boy and Girl," which was much enjoyed by those present.

Mr. Matthias, treasurer of the Eastern Commercial Teachers' Association, spoke a few words in regard to the E. C. T. A., and said if he was given the names of the members of the Connecticut Commercial Educators' Association he would send them information concerning time and place of meeting of the E. C. T. A., and urged all to attend if possible.

Motion was then made and carried to adjourn for lunch, to meet again at 1:30.

The afternoon session opened with the business meeting, which consisted of the election of officers. The following were elected:

President-N. B. Stone, New Haven.

Vice-President and Treasurer-Mrs. M. A. Merrill, Stamford.

Secretary-Miss Jessie E. Scott, Bridgeport.

Assistant Secretary—Miss Maude E. Hoyt, Port Chester, New York.

Member Executive Committee, three years—E. J. Wilcox, Middletown.

I. S. Brown, of Bridgeport, presented to the association a cup to be known as the Brown Cup, to be given to the student of any Connecticut school making the best record in typewriting in a contest to be held at the time and place of the annual meeting, under such requirements as should be approved by the Executive Board of the association.

Invitations were given by Mr. Stone, of New Haven, and Mr. Brubeck, of New London, to hold the next meeting at their respective schools. The invitation of the New London Business College was accepted.

Following the business meeting, the regular programme was continued. Professor Willard C. Fisher, of Wesleyan University, talked on "The Importance of Business Training in General Education." A piano solo was played by Miss Hazlewood and enjoyed by all present.

C. G. Prince, Supervisor of Penmanship in the public schools of Bridgeport, gave a short talk on "Advanced Ideas in Teaching Penmanship." N. B. Stone, of New Haven, spoke on the "Methods of Presenting Shorthand." C. C. Fitch, of the Remington Typewriter Company, spoke a few words in behalf of the "Business School Principal." and S. B.

Adler, Jr., of the Underwood Typewriter Company, read a paper on "The Relation the Typewriter Bears to the Business Systems at Present in Use in Business Offices."

The Underwood Company had two of its billing machines on exhibition, and the Hartford Typewriter Exchange gave several demonstrations on the "Writer-press."

JESSIE E. SCOTT, Secretary of the Association.

ANOTHER STEP FORWARD IN THE GET-TOGETHER POLICY

San Francisco, Cal., March 5, 1908.

Dear Mr. Healey—The business college men of Central California recently met in Oakland and organized a Business College Managers' Association. W. E. Gibson was elected president; Albert S. Weaver, vice-president, and R. V. Dixon, secretary. It is intended that this organization shall meet quarterly, and shall have for its object the improvement of conditions along business college lines.

A letter was received a few days ago by a school in Southern California, from a gentleman in Minnesota, from which we quote: "I should like some circulars regarding your school, and information regarding positions. I should like a position in a bank or railroad office. Do you pay railroad fare for students from Minnesota? Trusting to hear from you soon, as I have a week to decide where to go, etc." I do not know whether it is customary for schools in the East to pay railroad fare for their students, or not. This gentleman must have had advertising from some school that prompted him to write asking if this particular school would pay his fare. The Western schools have not yet resorted to that. The feeling out here is that a school that would have to do that should not only pay the student's railroad fare, but should also pay his board and a reasonable salary while he is attending the school.

The schools in central California are getting together to avoid being held up on the proposition of exchanging scholarships for advertising. Contests are now tabooed there, and they are receiving and demanding a cash price for scholarships. Very respectfully yours,

A. S. Weaver,

San Francisco, Cal., Business College.

The Gloucester (Mass.) Business College reports a good enrollment.

The Maryland State Teachers' Association will meet at Ocean City June 21, 25 and 26. Prof. A. S. Cook, president of the association, will deliver the annual address. Senatorelect John Walter Smith will welcome the delegates, and President E. H. Norman, of the Baltimore Business College, will respond. Governor Austin L. Crothers, Dr. Charles B. Gilbert, lecturer on education in Western Reserve University, and Prof. Samuel M. North, of the Baltimore Polytechnic Institute, are expected to speak.

The Executive Committee will hold its next meeting March 14, at 10:30 A. M., at the State Normal School.—Baltimore Sun, Jan. 20, 1908.

INVITATIONS RECEIVED

The pleasure of your company is requested at the annual dancing party given by the students of the Utica (N. Y.) School of Commerce, Wednesday evening, February, 19, 1908.

You are respectfully invited to attend the third annual Drake College Reception, Friday evening, March 6, 1908, New Auditorium, Newark, N. J.

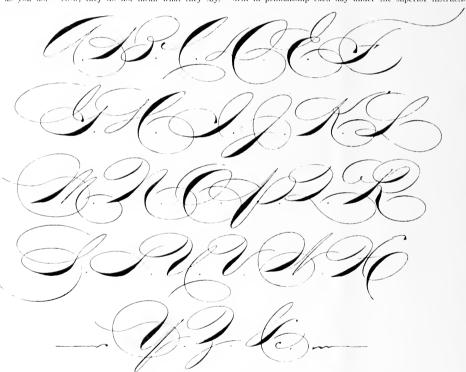
HOW THEY BECAME PENMEN - No. 5

By W. A. HOFFMAN, Valparaiso University, Valparaiso, Ind. N easting about for an answer to the question. "How I Became a Penman," will say two reasons seem to loom up most conspicuous, or seem to have played a very important part, at any rate, in my decision to engage in the pen-

manship and commercial work.

In the first place, I always had a great liking for the work, especially for penmanship, and which I have found to be a very necessary requisite, in fact, in any business or profession where any great degree of skill or proficiency is desired. I am not a very firm believer in the idea that one grows into this work, or that John or Mary has a natural aptitude for it, as we often hear people say. The natural aptitude is acquired by hard work, diligent study and faithful practice. Many pupils and professed admirers of the work have said to me, "Mr. Hoffman, I'd give anything if I could write as you do." Now, they do not mean what they say. skill or proficiency, while it is the one who has to depend on hard work and close application who "gets there." I had to work early and late to acquire what little skill I possess, and so have the great majority of penmen. So don't be discouraged, boys, because you don't acquire the skill of a Madarasz or a Courtney in a few weeks or months of earnest effort, but stick to it with the tenacity of the proverbial bull pup and success will crown your efforts.

A disappointment in not being appointed principal of my home school is possibly reason number two for my selecting commercial work. Disappointments, though not pleasant, are sometimes beneficial, as they often spur the more ambitious to greater efforts, and whether my decision to leave the public school work and engage in commercial work was a wise one or not has always been a question with me; but, at any rate, in the spring of '84 I entered the Spencerian Business College, Cleveland, O. 1 took a three months' course in the bookkeeping department, and during that time had one hour drill in penmanship each day under the superior instruction



In the first place, perhaps not one of them would be willing to do as I did-write all day, many days remaining at my desk while others went out to luncheon, mainly because I did not have the price to do likewise, and possibly sit up half the night and practice, PRACTICE. I honestly believe that nine out of every ten that expresses a desire to be an excellent writer could acquire a style far superior to mine if they were but willing to give the time and attention to the subject that 1 have done.

In my experience in teaching for nearly a quarter of a century I have learned that the student with the "natural" (?) ability is the one that fails to seeure the highest degree of of that grand old master, Mr. P. R. Spencer, Jr. At the expiration of the three months I found myself out of funds, out at the toes, too, perhaps, but not without friends, however, as Mr. Speneer, who had been watching my progress, came to the rescue. I entered the special penmanship department, and after a month's practice began to assist in teaching to pay my tuition, later did the correspondence work in the office, also, for my board and room rent. But, I'll tell you, boys, all great men who ever amounted to a "hill of beans" started that self-same way (and some who didn't).

I taught in the Spencerian at different times for several years, and have been connected with the largest and most influential business colleges in the country, and for the last nine years nearly I have been with the Valparaiso University, where I have taught 18,000 young men and women to write, many of whom are occupying responsible and lucrative positions, pennen and teachers, or who have secured their positions mainly because of their superior style of pennanship.

While some seem to deplore the fact that they ever were teachers of penmanship, or have outgrown the profession, as for me, the following quotation from a speech made by the late Mr. S. S. Packard, of New York, seems to fit my case:

"If in all coming time I shall have no higher designation than schoolmaster, and if it shall be known that in this calling I have not wholly failed, my highest personal ambition will be met. It is of this title I am most proud."



A Course in Isaac Pitman Shorthand. An Exposition of the Author's System of Phonography, Designed for Use in Business Colleges, High Schools and for Self-Instruction. Published by Isaac Pitman & Sons, 31 Union Square, New York City. 241 pages.

A new cloth edition of "The Short Course in Shorthand" from the above firm has come to our desk. It sets forth in a clear and concise way the principles of the science, though sufficiently amplified as to be readily grasped by the mind of the novice. Its graded exercises are practical, and well adapted to develop progress by the student. The subject is treated by the sentence or narrative method. From the first the learner is taught to read sentences, and at the earliest practicable moment phrase writing is introduced. A book well worth the publisher's price of \$1.50.

The New Universal System of Touch or Sight Typewriting.
Author, I. W. Patton. Published by Isaac Pitman &
Sons, 31 Union Square, New York City.

A paper covered booklet presenting in a comprehensive way the system of touch typewriting. Besides the useful and instructive exercises in this work, a striking feature is its instructions to teachers and pupils, making it of value to those seeking information in this line.

Course of Study for the Common Schools of Illinois. Fourth General Revision. Revised by the Standing Committee of the County Superintendents. Paper Cover. Price 30 cents. C. M. Parker, Publisher, Taylorville, Ill.

This work outlines the course of study as required by the laws of the State of Illinois for public schools.

The book furnishes a working basis for superintendents, directors and teachers of schools in arranging lessons and grading the school. It seeks to bring the schools into closer touch with each other, so that there may be a unity of sentiment in public school circles throughout the State, both as to the subjects taught and their relative values. It seems to be a work worth the consideration of educators.

High Speed in Shorthand; How to Attain It. Author, Bernard De Bear, Principal Pitman's Metropolitan School, London. Published by Isaac Pitman & Sons, 31 Union Square, New York City.

Into this book the author has embodied his life's experience in phonography in a few telling words. They are to the point, and if followed by the student will be of benefit in perfecting him in the art of high speed in phonography. The author also treats in a masterly way upon the subject of English—"The Twin Sister of Phonography."

Grafoni, A New Phonography, A World Shorthand for Universal Adoption. Complete Instructor, by Iven Hitlofi, Chicago, III.

This little work of 29 pages appeals to us as worth reviewing by those interested in shorthand writing. It is brief and easy of acquisition.

Numeral Shorthand, for Stenographers, Office and Those to Whom the Rapid Recording of Figures Is an Advantage, Can Be Used in Conjunction with Any System of Language Shorthand, Author, Hugh Paterson, Chicago, III.

A little booklet of 12 pages, containing a short method of taking down figures without confusion for either long or shorthand writers. Its mastery would be a valuable office adjunct.

The Skeels Co., Detroit, Mich., have placed upon the market a novel oblique penholder, which experts claim to be one of the best penholders ever brought to the attention of the profession. The company reports large sales. Every professional penman should investigate the merits of the holder.

D. B. U. Writing Lessons. For Use in Writing Classes and Private Practice. Photo Engraved from Original Copies. Written by H. B. Lehman, One of America's Leading Penmen. Published by Detroit Business University, Detroit, Mich.

This paper covered book of 42 engraved plates is well worth the attention of aspiring students of business penmanship. The exercises are well chosen to train the hand in the proper way.

Practical Office Manual. By Thomas P. Scully. A Paper Covered Booklet of 42 Pages of Practical Office Hints, with Which Every Person Interested in Office Work Should Become Acquainted.

Mr. Scully has had a large and varied experience in business, and is in every way qualified to advise the tyro as to his duties in the commercial world.

Stenographer's Business Practice. By Frank C. Spalding. Published by Powers & Lyons, Chicago, Ill.

Here is a welcome innovation in the teaching of shorthand and typewriting. In many schools, some of them thorough, very little drill is given in office routine to the young men and women in the shorthand department. The ability to take dictation and transcribe the same properly is absolutely indispensable to the stenographer, but other training is necessary in order to guarantee employment and subsequent advancement.

The author has prepared a ten days' drill in practical office work. This consists of handling the common commercial forms of paper, telegrams, etc. All school owners and shorthand teachers should be interested in this publication. It seems to us that this budget of business practice supplies a real demand.

The budget consists of a pad each for incoming mail, outgoing papers, duplicate freight receipts and also a pass book.

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WHO'S WHO IN PENMANSHIP

R. E. LEAF.

R. E. Leaf, manager of Heald's Business College, Santa Cruz, Calif., was born at Quincy, Ill., 1872. After completing a High School education, he spent two terms in the Southern Normal University at Carbondale, Ill. Mr.



Leaf taught for five years in the public schools, and at the expiration of this time turned his attention to commercial work. For the past seven years he has been connected with Lockyear's Business College, Evansville, Ind. During May, 1907, he resigned this position to accept one with Heald's Business College of California, having been principal of the primary and inter-

department of the San Francisco School until the first of November, 1907, after which time he was transferred as manager of the Santa Cruz School, the position he is now holding. Mr. Leaf is one of the strongest and most popular educators in the West.

WILLIAM A. TURNER.

William A. Turner, principal of the penmanship and commercial departments of the Elyria, Ohio, Business College, was born and raised on a farm in Elgin County, Ontario. He secured his education in the high school of St. Thomas,



Ont. After obtaining a first-class teacher's certificate and teaching in the public school for three years, he took a commercial course in the St. Thomas, Ont., Business College, of which institution he is a graduate. He taught one year in the college from which he graduated, and then secured a position with the Vermont Business College, Burlington,

Vt., as principal of the commercial and penmanship departments. This school sold out six months after Mr. Turner's association with it, but he immediately chagged in a similar capacity with the Rowe College, Johnstown, Pa. After two years' york in this school he resigned his position to accept his present one at Elyria, Ohio.

E. B. BURNHAM.

E. B. Burnham was born in Bates Co., Mo., October 31, 1882. The sunshine and fresh air endowed him with plenty of vitality and physical strength which has been a great aid in developing his business and educational abilities. He



has received a thorough training in both the business college and public school. He has spent one year as a bookkeeper for a large corporation, and has had two and one-half, years' successful experience in Business College work. He has taken a thorough course in the Ransomerian School of Penmanship of Kansas City, Mo., and ranks high as a business and ornamental

penman. Mr. Burnham has recently purchased an interest in this school and has been elected Vice-President and Assistant Manager. He is especially adapted to this kind of work, and with his ambition to reach the highest degree of proficiency possible, we believe that his history lies in the future rather than in the past.

H. E. Welbourne.

H. E. Welbourne, one of our most successful young commercial teachers, was born near Barry, III., something over a quarter of a century ago. For a number of years he helped on the farm in the Summer and attended school in Winter.

At the age of seventeen he entered the high school at Barry. After completing the course there, he taught for two years in the public schools of Pike County, attending the normal school in Summer. Becoming interested in business college work, we next find him at the Gem City Business College taking a teacher's course. At the completion of this course he was given the position of assistant teacher



and representative of the school, in which capacity he was engaged for one year. He was also employed by the Quincy, Ill., Casket Company for some time. He then re-entered the above-named college, taking the normal penmanship course. After this he was engaged by the Douglas Business College, McKeesport, Pa., spending two years with this school, at the expiration of which time he was placed in full charge of the Uniontown branch of Douglas Business College. Mr. Welbourne resigned this position to accept a more lucrative one with the Williams Business College, Oshkosh, Wis. At the present time he has charge of the commercial department and penmanship work of the Cream City Business College, Milwaukee, Wis. Mr. Welbourne is a believer in the value of THE JOURNAL in the class

M. F. Bellows.

M. F. Bellows was born at West Halifax, Vt., August 16, 1882. He lived with his grandparents on a farm at West Marlboro, Vt., and attended country district school until fourteen years old. After this he went to Wilmington, Vt.,

to live with his parents and to receive a high school education. He entered Bliss Business College, North Adams, Mass., December, 1900, and graduated the following June. He began his teaching with C. W. Jones, of the Woonsocket, R. I., Commercial School, September, 1901. After teaching there for one year he was transferred to Mr. Jones' branch school at Brock-



ton, Mass., where he taught for one year. He then, in partnership with A. J. Park, purchased from Mr. Jones the Woonsocket Commercial School. He remained at this school for three years and then sold his interest to his partner. Mr. Bellows is now in charge of the commercial department of the Drake Business College, Newark, N. J. He is the possessor of a splendid business hand and is making a fine success of his work.

On March 7 a touch typewriting contest was held at the New Albany (Ind.) Business College, H. O. Keesling, principal, for a gold medal, given by the Remington Typewriter Co., through its branch office at Louisville, Ky. The competition was very close. Miss Martha A. Hieb won the medal. She wrote at a net speed of 42 8-15 words per minute for onehalf hour.



EDITOR'S SCRAP BOOK

THE JOURNAL is in receipt of a set of business capitals from the pen of S. C. Bedinger, Sedalia, Mo., which rank among the best.

G. W. Paulus, of Grand Rapids, Wis., swings a very skilful ornamental quill, as is noted from a card recently received

.Merritt Davis, of Salem, Ore., favors us with some nicely written cards in the ornamental style.

A. J. Williard, of Middletown, Va., sends The JOURNAL a packet of specimens of flourishing, business and ornamental writing. Mr. Williard is certainly to be congratulated on his skill along these lines.

Oscar Ellefson, Olga, Minn., favors us with some specimens of his ornamental and business writing. Mr. Ellefson is very talented and is on the right road to success in pennanship.

J. G. Frey, the card writer of Cleveland, Ohio, is turning out some very creditable work. We are in receipt of a number of colored and white cards very neatly executed.

Some dashy ornamental signatures have been contributed to the Scrap Book this month by C. H. Nixou, of Mineral, Va.

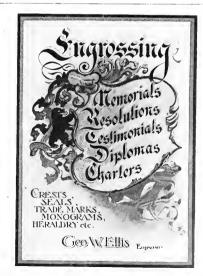
W. A. Millman, Alberton, P. E. I., and E. J. Godshalk, Three Rivers, Mich., have favored us with artistically written cards in the ornamental style. The work is of a very high grade.

Nicely written letters have been received this month from Frank W. Gage, Columbus, Ohio; H. D. Goshert, St. Louis, Mo.; D. L. M. Raker, Harrisburg, Pa.; O. J. Penrose, Elgin, Ill.; G. W. Diehl, St. Louis, Mo.; H. A. Berry, St. Louis, Mo.; L. M. Rand, Boston, Mass.

M. E. Bennett, supervisor of writing of the Braddock, Pa., public schools, favors us with hektograph reproductions of some of the copies he prepares for the teachers in the different grades of the schools. Mr. Bennett is one of our most enterprising supervisors. He secures results. We advise those who are interested in teaching business writing to children to get into communication with Mr. Bennett.

The superscriptions worthy of mention that have been received this month come from the following: G. A. Rockwood, Poughkeepsie, N. Y.; J. S. Lilly, Mount Lookout, W. Va.; P. W. Clark, Louisville, Ky.; M. Tandy, Dallas City, III.; G. F. Wetherbee, Gardner, Mass.; L. C. McCann, Mahanoy City, Pa.; C. F. Remsen, Hartford, Conn.; R. W. Ballentine, Chicago, Ill.; O. J. Penrose, Elgin, Ill.; Charles Schovanek, Cleveland, Ohio; T. C. Strickland, East Greenwich, R. I.; G. W. Diehl, St. Louis, Mo.; J. W. Westervelt, London, Ont.; W. A. Hoffman, Valparaiso, Ind.; J. W. Washington, Boston, Mass.; C. E. Doner, Beverly, Mass.; J. M. Reaser, New Orleans, La.; S. E. Leslie, Poughkeepsie, N. Y.; J. D. Todd, Salt Lake City, Utah; H. D. Goshert, St. Louis, Mo.; F. W. Martin, Boston, Mass.; A. M. Wonnell, Big Rapids, Mich.; John F. Siple, Philadelphia, Pa.; L. H. Hausam, Hutchinson, Kan.; C. G. Prince, Bridgeport, Conn.; T. J. Risinger, Utica, N. Y.; I. P. Mensch, Parkersburg, W. Va.; T. H. McCool, Philadelphia, Pa.; L. M. Rand, Bosten, Mass.; C. C. Lister, New York; A. D. Skeels, Detroit, Mich.; Anna M. J. Crouse, Santa Rosa, Cal.; E. S. Lawyer, Los Angeles, Cal.; L. M. Lewis, Wenatchee, Wash., George G. Taylor, Clinton, Tenn.; C. W. Ransom, Kansas City, Mo.; D. J. Hostetter, Chicago, Ill.

E. A. Young, Brooklyn, N. Y.; T. P. Smith, Lynchburg, Va.; A. D. Deibert, Watertown, N. Y.; M. Hester, Phoenix, Ariz.; W. S. Morris, Pennsboro, W. Va.; D. L. M. Raker, Harrisburg, Pa.; M. P. Ropp, Brooklyn, N. Y.; W. E. Dennis, Brooklyn, N. Y.; A. J. Williard, Middletown, Va.; E. J. Goddard, Bridgeport, Conn.; E. H. Craver, Paterson, N. J.; S. C. Bedinger, Sedalia, Mo.; Miss Bertha W. Ferguson, Salem, Mass.; G. W. Paulus, Grand Rapids, Wis.; J. N. Fulton, Fort Wayne, Ind.; E. C. Davis, Salt Lake City, Utah; C. A. Zarker, Lancaster, Pa.; C. H. Spryer, Washington, D. C.: E.-L. Brown, Rockland, Me.; F. C. Tomlinson, Hartford, Conn.; W. A. Bode, Fair Haven, Pa.; H. E. Welbourne, Milwaukee, Wis.; E. H. McGhee, Trenton, N. J.; C. E. Baldwin, Columbia, Mo.: H. G. Burtner, Pittsburg, Pa.; J. C. Barber, Providence, R. I.; N. C. Brewster, Hornell, N. Y.; Nelson Johnson, Fort Madison, Ia.; S. C. Malone, Baltimore, Md.; J. T. Evans, Wilkes-Barre, Pa.; Fielding Schofield, Boston, Mass.; S. B. Hill, Cortland, N. Y.; R. C. King, Minneapolis, Minn.; C. J. Gruenbaum, Lima, Ohio; D. W. Hoff, Lawrence, Mass.; C. N. Falk, San Jose, Cal.: H. McKay, Waco, Texas.



Engrossing Card, by Geo. W. Ellis, San Francisco, Cal.

ENGROSSING AND ILLUMINATING

BY E. E. MARLATI

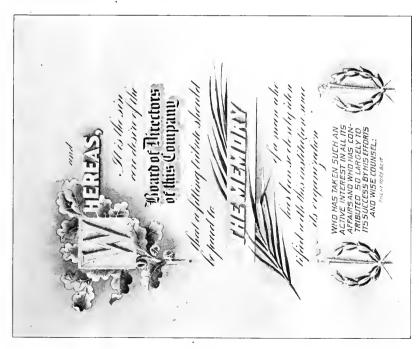




Plate 1,

Pinte 2.





The above plates, executed in Mr. Marfatt's mastery style, show a complete album, and we believe they will be appreciated by all peactical engagesers. Plute t. Plate 3.

DEPARTMENT OF BUSINESS PRACTICE BY E-O-FOLSOM

DRAFTS-Continued from January Number

A transaction in which the draft plays an important part is a C. O. D. shipment where the goods are sent by freight instead of by express. Express Companies do a collection business, and if a C. O. D. shipment is left with them they will convey the goods to their destination, collect the amount of the invoice, deliver the goods to the purchaser, and report the collection back to the shipper. Railroad companies, however, do not conduct a collection department for the public, and if a shipment is made by freight and it is desired by the shipper to get his money before actually delivering the goods into the possession of the purchaser, the railroad company will agree to carry the goods and take means to prevent the purchaser's getting possession before paying for them, but you will have to get some other agency to attend to making the collection and reporting it back.

To illustrate how this is done, suppose you desire to make a shipment to Brown, of Chicago. Being uncertain concerning Brown's financial reliability, you are unwilling to let him have the goods before he pays for them. You will take the goods to your local freight office and tell the agent the circumstances. He will make out the bill of lading, naming you as the consignee at Chicago instead of Brown. In making out his waybill he will name you in it also as consignee, but under your name he will write "Notify Brown." When the agent in Chicago receives this waybill he will know that, while the goods are consigned to you, they are really intended for Brown, subject to his compliance with certain conditions. When your local agent hands you the bill of lading, you will draw a draft on Brown, of Chicago, for the amount of the invoice and attach the draft to the bill of lading. You will write on the back of the bill of lading, "Deliver to Brown on payment of attached draft," and, of course, sign your name to this endorsement.

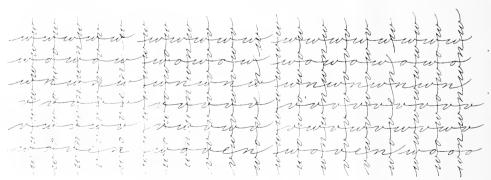
You will then leave the draft and bill of lading at your bank for collection. Your bank sends the draft and bill of lading to some bank in Chicago. The Chicago bank presents the draft to Brown, and if he pays it, the bill of lading is turned over to him and he can get his goods. On the other hand, if he refuses payment, he does not get possession of the bill of lading, and, therefore, is unable to get the goods. A slight variation in the above form would be for you to send the draft and bill of lading directly to some Chicago bank, and this is frequently done, but this in no way changes the principles involved,

You have doubtless noticed the words, "No protest. Remove before presenting," printed in the margin on the left end of some of the drafts which you have used. Have you stopped to consider what these words mean? This involves a very nice point in business tact, and I should be glad to publish the best explanation in an early issue of this paper.

"A fellow is a boss simply because he is a better man than those under him, and there is a heap of responsibility in being better than the next fellow. No man can ask more than he gives."

"Appearances are deceitful, I know, but so long as they are, there's nothing like having them deceive for us instead of against us. I have seen a ten-cent shave and a five-cent shine get a thousand-dollar job."

"Right here, I want to repeat that in keeping track of others and their faults, it is very, very important that you shouldn't lose sight of your own. Authority swells up some fellows so that they can't see their corns; but a wise man tries to cure his own while remembering not to tread on his neighbor's."



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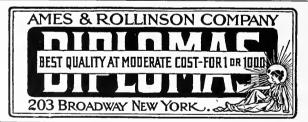
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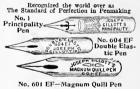
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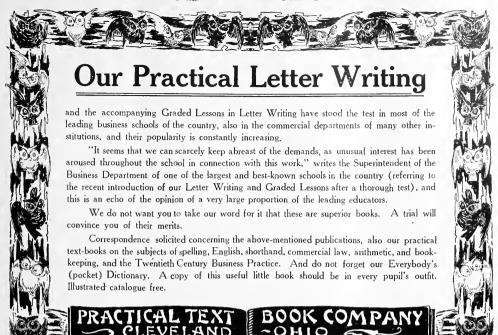


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entire magazine with letters and telegrams of similar import received in recent weeks, and the really active season will not open before April 15 to June 1, though meanwhile the shrewd and foresighted among both teachers and employers will have been husy—"Better be safe than sorry," you know. We are need that is being currented solicito to be both teachers and schools. May we help you? help you?

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Special Cable to The New York Times.

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Forthwith the American girl's fingers moved rapidly over the keyboard of her machine, and in sixty seconds she handed to the Prince a sheet containing 113 words, properly punctuated and without a single error. "It is wonderful," said the Prince. "Do you mind signing it?" He carried the souvenir away over the signature "Rose L. Fritz."

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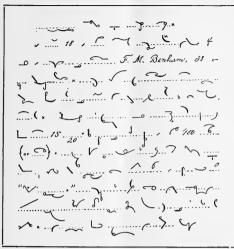
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- 8. Many ways of writing almost every word.
 - 9. Difficult angles predominate.
- 10. Hard to learn.

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- vowels.

 7. Brevity secured by application of
- natural principles.

 8. Practically only one way of writing
- each word.

 9. Angles rare; curves predominate.
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VOL. 32

MAY, 1908

No. 9

MEETING MODERN DEMANDS



NUMBER of years ago, when the writer was at that happy age "when all the world is young, lad," he made his entrance into the field of business training by way of a then unassuming, little business school in a city of the far

The school was itself at that time young and did not enjoy the financial stability to which it later attained. As a consequence its equipment was crude and emergency devices were not infrequent. The writer still recalls-and not unpleasantly-occasional hurry calls, when the faculty was summoned by night, and the "professors," attired in clothes incapable of damage, and further enshrouded by friendly darkness, sallied forth and, for the good of business education, grievously violated the city ordinances against the posting of bills.

The remembrance that remains with the writer most vividly, however, is that of the spirit and determination with which all legitimate demands upon the establishment were honored. If the instructors lacked knowledge of a properly required branch, they were expected to repair the deficiency forthwith, and if they lacked customary or convenient apparatus, they were expected to find some way of efficiently getting on without. And in either case they did, and did it well-how well is attested by the subsequent successes of their students.

Since then the writer has observed this same spirit in greater or less degree in every live business school with which he has come in contact. As a matter of course they expect to be and to supply everything that can properly be required of them. In other words, the men in charge of business education in this country are men of action and ambition, and if they clearly see that something should be or is to be done, its accomplishment is in sight. The writer has, therefore, no hesitation in venturing a few suggestions as to onward steps-steps that have already been taken by some of our business schools and which he believes may be profitably taken by many more. Just how long the steps should be is for the individual school to decide.

In the field of accounting there is wide room for the extension of business school training. In these later days the

functions of bookkeeping have extended and changed with the general methods and manner of business. It is obvious that a manufacturer employing a trained corps to devise the most economical methods of production, and utilizing every resource of modern commerce for its effective distribution, will not find the bookkeeping of his fathers-excellent though this may have been-adapted to his requirements. He must have something more in consonance with the spirit and methods of his establishment-a system that shall mirror the operations of his whole concern and supply an index sensitive to its every fluctuation; a system that will show him the exact cost and profits in every department, pointing out where to cut down and where to expand; that will, in short, enable him to manage his business with accurate intelligence and not by rule of thumb.

This same thing obtains in a less degree in the smaller establishments. They are awaking to the fact that systems of bookkeeping are possible which tell more, and tell it better, and take less time to keep. The result is a general demand for men who understand-not merely bookkeepingbut the underlying principles of accounting; for men who are able to grasp the ends and purposes of the records of any particular business and to apply them in practice, that is, men who can detect the defects of existing accounting methods and remove them, and who, if necessary, can devise books and systems entirely new.

Another field in which the demands of modern business have become more exacting is that of business law and practice. As a rule the business school teaches the more obvious principles in a perfunctory way. The students are instructed in the rule of caveat emptor; that a contract requires consideration and that a verbal guarantee is not binding. All this is excellent and necessary, but there is a whole field of practical utility beyond this, which the student has in most cases to acquire by costly and painful experience after he leaves his business school.

For instance, a few days since the writer was requested by an acquaintance—a gentleman of considerable business responsibility-to recommend a good work on contracts. In reply the writer suggested that contracts should be drawn by lawyers, not by the laity. To this the gentleman assented, but said that recently he had suffered very material losses

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THE NATIONAL PENMANSHIP PRESS HORACE G. HEALEY, EDITOR

229 BROADWAY, NEW YORK

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THE PENNAN'S ART JOURNAL, 32 pages, subscription price 75
cents a year, 8 cents a number.
THE PENNAN'S ART JOURNAL, News Edition. This is the
regular edition with a special supplement devoted to News, Miscellany, and some special public-school features. Subscription price
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All advertisements appears both editions; also all instruction features intended for the student.

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Subscribers wishing to have their magazine sent subscribers wishing to have their magazine sent to a new address should notify us promptly, giving the old address and specifying the edition, whether News or Regular. Notices must be received one full month in advance, that all copies may be received.

The one thing of which The Journal is proudest is that nine-tenths of the school proprietors and teachers that take the trouble to put it in the hands of their students at the clubbing rate think enough of the paper to send in their own subscription year after year for the News Edition at one dollar.

(Continued from preceding page.)

because his contracts, though drawn by lawyers, had not been drawn properly, and he now proposed to master the general principles himself-not that he might draw contracts, but that he might be able to tell when they were properly drawn by his lawyers. The average business school cannot, of course, give its students a legal education, nor can it, in most cases, go so far as to equip them to supervise the work of lawyers, but it undoubtedly can and should expand the present course and adapt it more fully to the practical requirements of the present day.

Another branch of commercial law which has attained such importance as to almost demand the recognition of a special course, is that relating to corporations. Of the two forms of business organization in use-the partnership and the corporation-the corporation is so far superior as a business mechanism and affords, when properly organized, such advantages to those concerned, that it is rapidly superseding the partnership-so much so that every business school graduate should have a grounding in the principles of corporate law. He should understand at least the elementary features of corporate organization, the principles governing the creation and issue of stock, the general rights of stockholders, the relative merits and rights of common and preferred stock, and the protection that is possible for minority interests. Knowledge of this kind more generally diffused through the medium of business schools would be of direct and material advantage to their students. It would also tend to render more difficult the gigantic stock-jobbing operations in corporate securities, by which the earnings of the masses are drawn with such swift sureness and meagre return into the coffers of the magnates of modern finance.



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The man behind Powers & Lyons, Chicago, Ill. Tenth of a series of "Men Behind Great Business Enterprises Closely Associated with Commercial School Interests."

There are very excellent books published on all these subjects and there is no reason why they should not be added to the business school curriculum according to the requirements of the particular locality. Their very great importance and the comparative ease with which they may be introduced should at least insure the matter careful considera-

A LETTER FROM STUDENTS

Monroe, Mich., March 12, 1908.

DEAR MR. HEALEY:

We appreciate very much the prizes you sent us for our practice work on your lesson, and we hope you will pardon us for not thanking you sooner.

A number of the girls are working to reach the speed required for the prize you offer in the March Journal.

Again thanking you, Mr. Healey, for all your kindness to us and assuring you of our best wishes for the success of your excellent Journal, we remain,

Yours respectfully, MAGDALENE MELODY. PHYLLIS WILKINSON. ANNA MELODY. HELEN CUNNINGHAM. AGNES KRASS. AGNES FISHER.

"It gives me pleasure to enclose one dollar in payment of my subscription to the Penman's Art Journal. I could not spend a dollar to better advantage. Your paper bas done and is doing noble work for the cause of commercial education. The intelligent, vigorous fight you are making for the establishment of more friendly relations among the teaching fraternity deserves and should receive the commendation and support of every school man who believes in honesty and E. R. NORWAN, Baltimore, Md. clean methods.

"March 25, 1908."

Тик_

ROCHESTER BUSINESS INSTITUTE,

ROCHESTER, N.Y.,

april 11,08.

Mr. A.G. Healey.

Editor Tinman's art Journal.

New York.

My dear Mr. Healey:

The young men and women whose addresses I inclose are members of my writing classes in the Rochester Business Institute,

The check covers their subscriptions for the Journal for one year, beginning with the April number.

tion to my students and hope to send you a longer list next time.

Wishing you continued and increas-

Cordially yours.

S.C. Mills



WHAT'S THE USE?

"Every farm boy wants to be a school teacher; every school teacher wants to be an editor; every editor would like to be a banker; every banker would like to be a trust magnate, and every trust magnate hopes some day to own a farm and have chickens, cows and pias to look after.

So, what's the use?

Nature's laws work in circles. Here we have the completed circle of the hopes and desires of-who shall say how many country-bred boys?

A few years ago one of the officers of the American Book Company fell into a philosophizing mood-just as we all do sometimes. No doubt it started with just the exclamation which heads this column; at any rate, it ended that way,

But he went one step farther than most of us do when we think things out completely-he put his thoughts down on a piece of paper and illustrated them in an appropriate manner. Furthermore, he printed a few copies of a little book containing them, these to present to his immediate friends. It is through the courtesy of one of these friends that I am permitted to reproduce the entire pamphlet in my department this month.

Only young men will appreciate this very brief account of the drama of life. If you would know how true a story it is, read the Who's Who Department in these pages each month. To be sure, few teachers ever become bankers, but some do, and most of them would, if they could. While all do not complete as comprehensive a circle as this story indi cates, they, at any rate, come back to the starting place.



EVERY FARM BOY WANTS TO BE A SCHOOL TEACHER.



EVERY SCHOOL TEACHER WANTS TO BE AN EDITOR.

The belief that these sentences will strike a responsive chord in the hearts of young men is my justification for presenting them in this department.



EVERY EDITOR WOULD LIKE TO BE A BANKER.



EVERY BANKER WOULD LIKE TO BE A TRUST MAGNATE.



And Every Trust Magnate Hopes Some Day to Own a Farm and Have Chickens, Cows and Pigs to Look After.

So, what's the use?

GET OUT OR GET IN LINE

Many employes forget that this is a free country, and that they can resign their positions any day and the world and the business, too, will still move on. In every office there are one or more employes who are veritable firebrands of discontent. The only thing that stands between them and starvation and eviction is their job, and yet they are "sore" on that. They are dissatisfied with the way the business is run; they are dissatisfied with their wages, with their hours, with everything, in fact—save when the "boss" comes around and then they are the embodiment of willingness and industry; but just as soon as the door closes behind his back they resume their hard luck monologue. Of all the men in the world to whom one should be loyal, the employer stands first. Mr. Bookkeeper, or Mr. Stenographer, as you sit at

your task with your pent-up bitterness and your "grouch," you employer is sitting at his, planning his business so it will grow, thus giving employment to others, and that he may be able to pay your salary. He has a thousand and one responsibilities of which you never dream. He is paying you so much a day to help and not to kick. If you have a genuine cause for complaint go to him. He will correct it if he can. If he cannot or will not it is then your move. On the inside of every office, factory and establishment in America should be placed in large letters the title of this paragraph.

IOHN IONES, A. C.

Our dictionaries and spelling books have omitted one important title from the extraordinarily long list of initials which indicate one's education, position or station in life. I refer to the abbreviation appearing at the head of this paragraph. There are more candidates for this degree, or title, than for all others combined. In every institution where two or more mature people are employed, you will find those qualified to place this abbreviation after their names. Some are merely apprentices; some are expert craftsmen, and others are past masters. The emblem of the fraternity is a useful and well known implement, known as the "hammer;" the organization itself is usually referred to as the "Anvil Chorus." They are "knockers" from early morning till late at night, never charging extra for "overtime."

THERE ARE OTHERS

Don't imagine, my boy, if you throw up your job
That the firm that employs you will fail,
That the whole office force in their anguish will sob,
And the senior partner turn pale.
You are highly efficient and active and bright—
So you say. I'm unwilling to doubt yon;
But the chance of all this is incredibly slight.
There are plenty of others without you.
—CHICAGO NEWS.

THE JOURNAL'S PENMANSHIP CERTIFICATE

Teachers and students who have been following the various courses in writing conducted in The Journal during the past year are taking a great interest in the certificate which is awarded to all who do the assigned work in a satisfactory manner. It is strictly in accordance with custom that those who have been following a prescribed course with an educational endeavor should have some tangible evidence of the work done. It was to meet this requirement that The Journal devised the plan of awarding certificates to students of its courses.

The requirements have been repeated many times in these columns. They are, in short, that one shall first, be a subscriber to The Journal; second, that his work in penmanship shall have been done to the satisfaction of his teacher, and third, that a final specimen of his writing be sent to the office, together with the endorsement of his teacher. The charge of 50 cents for each certificate is simply to pay for engrossing the recipient's name and also the name of the school and date in an artistic manner.

We hope that teachers will explain the certificate matter to all their students, and that we shall have a great many orders for them during the coming month.

The following have recently received the Journal's Certificate:

Eastman College, Poughkeepsie, N. Y.; S. E. Leslie, instructor: Leonardo Avila, Lynn Adams, P. F. Almanza, R. H. Bechdel, Harry Bosman, Angust Bernet, William Badell, M. L. Cleaton, Augustin de la Torre, R. R. Dennis, H. L.

Deyo, C. E. Dunbar, T. O. Denny, C. R. Edson, D. T. Eisner, Edward A. Gannon, J. S. Gordy, M. Galvan, V. P. Graham, Robert McC. Holmes, C. A. Hellums, H. A. Howell, M. A. Infante, R. Kanehira, A. S. Kibler, C. W. Lassiter, A. D. Langdon, W. G. Lenker, William H. McKee, Claude D. Nobles, P. R. Oduber, T. Okamoto, Edward A. Payne, Candido Penagos, E. E. Perera, C. F. Prettyman, S. Rubenstein, William L. Roberts, Henry R. Schaffner, J. A. Stinson, C. P. Stewart, G. L. Tatum, R. M. Vestal, M. J. Van Wagenen, Manuel Villegas.

Gowling Business College, Ottawa, Ont., J. D. McFadyen. instructor: Clara Ashfield, Primrose Heinrichs, John R. Nolan, Ross Turley.

Pottsville (Pa.) Commercial School, T. C. Knowles, instructor: Florence V. Bigler, Leonard V. Bickert, C. Lerov Bishop, Carl Blanchard, Florence M. Birmingham, Grace W. Crawshaw, Myrtle D. Dentzer, Minnie R. Fine, Carrie V. Gerhard, Harold A. Hinkle, Florence M. Kenney, Jennie A. Mc-Kiernan, Margaret O'Brien, Claude A. Parton, Anna Richards, Margaret Schreader, Janet Aikman Rahn, Cora Williams, John E. Blackton, Anna Smith, Mary L. Moore, Esther Hughes, Joseph V. Martin, Edward Fox, Viola M. Hartranft, Marguerite Knowles, John P. Hanley, W. Harry Lynch, Earle W. Eden.

National School of Business, Concord, N. H., C. C. Craft, instructor: Florence Jeanette Ballard, Nira Morse Colby, Roy Eaton, Anna C. Flynn, Martina Johnson, Edith Ketchum, Helen Miriam Osgood, Paul F. Paige, Alice J. M. Rainie.

Heffley School, Brooklyn, N. Y., M. P. Ropp, instructor: W. E. Ball, Bernard Cohen, Joseph Gruener, Geo. A. Hotz, Isadore Ragavin, Samuel M. Rachlin, Elmer Russell, O. E. Schildwachter, William Werling.

American Commercial School, Allentown, Pa., O. C. Dorney, instructor: Alvin A. Albright, Alexander Bonsack, Charles E. Hough, Nevin W. Hensinger, Geo. W. Klotz, Milton A. Smith, Walbert Stille.

International Business College, Fort Wayne, Ind., J. N. Fulton, instructor: C. C. Vesper, G. H. Shipman, Fred Schnitker, Arthur Saam, A. L. Pachin, A. M. Barber.

Euclid School, Brooklyn, N. Y.; E. A. Young, instructor: Horace Garza, Antoinette Fortier, David Bregman, Elsie A. Holmes, Albertina Fleck, Mary A. Martina.

Rutland (Vt.) Business College; L. J. Egelston, instructor: Hattie E. Harrington, Charles J. Hackett, Mary C. Gorman, Alice M. Fagan, Emma Bryant, William B. Battles, Anna Alin.

Miner's Business Academy, Brooklyn, N. Y.; N. J. Aikin, instructor: Anna A. Neumann, Rose Weisskopf.

Salt Lake High School, Salt Lake City, Utah; J. D. Todd, instructor: Caroline Burrows, Gean Burt.

Gem City Business College, Quincy, Ill.; J. M. Latham, instructor: Guy E. Reeves, Clarence Blankinship, Wilbur H. Allen.

Houston Business College; A. Willoughby, instructor: Lillian McGaskill, Angie Lynch, Clark M. Howell, Leona G. Beck.

Sedalia (Mo.) High School; Carl T. Wise, instructor: Claude P. Meyer, Braynerd McCormick, Eva L. Sargent, Opal M. Schoell.

Alberta College, Edmonton, Alta., Can.; D. Elston, instructor: Ruby R. Matthews, C. D. Edwards.

Ferris Institute, Big Rapids, Mich.; A. M. Wonnell, instructor: Nora McNamara, Marie C. Peterson, Don Patterson.

Dakota Business College, Fargo, N. D.; E. C. Watkins, instructor: Thomas J. Pierce, Lillie Leach.

Canfield School, Owatonna, Minn.; W. P. Canfield, instructor: Howard E. Naylor.

North Park College, Chicago, Ill.; J. A. Linblade, instructor: Odealia Olson, Martha E. Johnson.

Cream City Business College, Milwaukee, Wis.; H. E. Welbourne, instructor: Robert Pilling.

Goldey College, Wilmington, Del.; H. W. Strickland, instructor: William G. Locuson.

Orange Union High School, Orange, Cal.; Alfred Higgins, instructor: John Snyder.

Dickinson Seminary, Williamsport, Pa.; G. W. Hoyt, instructor: Earl Brown.

Williamsport (Pa.) Commercial College; E. S. Watson, instructor: Mary A. Dawes.

Pittsburg (Pa.) Academy; E. T. Overend, instructor: Hilda W. Luther, Samuel Cantanzaro, Flora C. Blattner.

Vilas School, Pennsboro, W. Va.; W. S. Morris, instructor: B. L. Barker, L. E. Markle.

Lima (Ohio) Business College; C. J. Gruenbaum, instructor: C. J. Staugler.

Chicago (Ill.) Business College; R. W. Ballentine, instructor: Eleanor Hunt.

Oberlin (Ohio) Business College; C. A. Barnett, instructor: Elmer C. Hann.

Northwestern Business College, Chicago, Ill.; A. W. Lesley, instructor: Lydia Beeskow.

Central Business College, Chicago, Ill.; M. W. Corneil, instructor: Arthur L. Beak.

Warrensburg (Mo.) Business College; J. H. Rogers, instructor: B. A. Munkres.

Asheville (N. C.) Business College; H. S. Schockley, instructor: J. L. Kanipe. Central Business College, Toronto, Ont.; J. M. Tran,

instructor: Wilhelmina F. Rensmann. Los Angeles (Cal.) Business College; E. A. Bock, in-

structor: A. L. Miller. Southern Wisconsin Business College, Janesville, Wis.;

J. F. Griffin, instructor: John O'Connor. Evansville (Ind.) Public Schools; J. H. Bachtenkircher, instructor: Lillian Lohmeyer.

Beniot P. Mendoza, New York. Marie Harrison, McKeesport, Pa. Ansel P. Baker, Osceola, Mo. A. F. Williams, Conrad, Pa.

Samuel Martelo, Jr., New York City.

"I am very much pleased with THE JOURNAL this year, as it is bringing me good results.

"March 10, 1908. J. D. RICE, Chillicothe, Mo."

"I am pleased to state that all the members of our club are receiving THE JOURNAL promptly and are delighted with it. I shall have another bunch of subscriptions to forward to you in the very near future.

"DAVID ELSTON, Edmonton, Alta., Can.

"March 14, 1908."

"I cannot afford to be without THE JOURNAL, neither can any one else interested in penmanship or business education." J. F. Fish.

November 26, 1907.

Chicago, Ill.

"It seems to me you are improving with every issue." H. O. WARREN,

December 2, 1907.

Troy, N. Y.



This lesson completes my course in writing. It consists entirely of product work. Those who have conscien-

tiously followed the course should be able to reproduce perfectly the two plates in this issue.

I should be very glad to have sent to The Journal office specimens of the writing of a large number after practising for a little while on both of these plates. To each one of the ten students who sends in the best work on these two plates before May 10th I will present a beautiful book on penmanship, containing the writing of some of America's greatest penmen.

If you desire to become a good writer, you mus! acquire a free movement and then study good writing and imitate good writing until the habit of writing well becomes so completely established that you will write well from force of habit, inter- or.



The loop letters are very difficult. I have left them until I thought you would be able to do creditable work on them. Review the large movement exercises in Lesson I. Relax the muscles in the arm. Don't let the arm rest too heavily on the desk. The penholder should not be gripped.

| | Marine Marine | il | l | 2 | Ill | lle | ill. |
|-------|---------------|----|------|-----|------|--------|-------|
| Liste | isti | -1 | iste | -Ci | sie- | liste. | liser |

PLATE 52—Practice the straight line exercise one space high for twenty minutes. In making the *l*, curve the beginning stroke, but keep the down stroke straight. At first write the word with deliberation, but increase your speed to at least twenty words per minute.

| -h | h | -h' | 12/2 | in- | hh | 1.2 | -h1 | ih | hh | 2 |
|-------|----|-----|------|-----|------|-----|-------|-------|------|-----|
| -12:0 | rr | h - | 2:22 | ań | 12:2 | 22 | 7.12- | 12:22 | 2222 | -12 |

PLATE 53—The first part of the h is like the l. The last part is exactly like the last part of the n. Keep the down strokes all on the same slant.



PLATE 54-The b is an l finished like the v. You might review the v in order to get the finishing stroke correct.



PLATE 55—Study the last part of the k with care. It is something like the last part of the capital R, but much smaller. Do not make it too rapidly at first.



PLATE 56—The q above the line is made like the a. Below the line you will find a new and rather difficult loop. Notice, in particular, how the letter is finished.



PLATE 57—Before beginning practice on the f, review the straight line exercise two spaces high. Keep the down stroke in the f perfectly straight. The lower part is made like the lower part of the g.



PLATE 58—Don't lift the pen on the initial stroke for the t, but retrace. You should retrace about half the length of the letter. It is difficult, but by persistent practice you will get it.



PLATE 59.—The first of d is like the a. Finish with a small t. Keep the down strokes on the proper slant.



PLATE 60—The top of the j is like the small i. Don't make the loop below the base line too long. The connecting stroke for joining the j's is difficult. Make it carefully.



PLATE 61—Study the form of the p. The first stroke is twice as high as the finishing part. For rapid business writing I think this is the best style to use.



PLATE 62—Begin the y like the n. The last part is exactly like the j. Write the word "yeomanry" without lifting the pen until you finish.



PLATE 63—The g is composed of letters you have already had. Don't make the loop below the line too long. These loops should never interfere with letters you make on the next line below.

buyens buying bursing bursons

PLATE 64—The first part of the z is made like the first part of the n. The loop below the line is the same as in the capital Z.

THE YOUNG WOMAN'S PAGE



PEED! It has a familiar sound. Long ago, it seems to me, I met the gentleman. I believe I have shaken hands with him. We really were goods friends. Didn't I dream about him, love him—yes, worship him! But that

was long ago. To-day, he troubles me not. Occasionally some friend will drop in and for a time I go over the days of yore, the conventions—both National and Eastern Teachers—and my many friends. Then for a time I am sad, and it has seemed to me that I was a pioneer a little before my time, that had the cups and championships and present interest existed a half dozen years ago, I should have given the world some better records. I did teach it that correct rapid writing was a possibility.

How to Get Speed!—A painful and heart-breaking process, the embodiment of self-sacrifice, it seems to me now. Once, the most pleasurable part of existence. It began in school. There was constant rivalry. We worshipped the winner. It was the only school in the world teaching touch typewriting, and we learned to write blindfolded. I won the gold medal for proficiency, and when I was called before the big audience on the night of graduation and presented with the same—I am a little slim maiden of sixteen, in short dresses—the baby of the class—every one applauded, and I—I was happy.

They rewarded me by a place in the school office, and a little later my teacher became a partner. This was my only real training. My orthography was not absolutely perfect, although I am sure I could spell 100 of the common everyday words correctly. That teacher will need no hereafter reward. He received his then. And I! There was not a letter I wrote for three months after his advent that did not come back to me with little ugly crosses interspersed here and there. No erasure would be tolerated, and there were lots of letters. I learned to spell, and I learned to write absolutely accurate. First speed hint—ACCURACY.

With accuracy came speed. The National Convention was to meet at Chicago, and Mr. Man, my employer, told me he would take me to Chicago to see McGurrin write, if I would write an average of eighty-five words a minute from the Phonographic World for ten minutes without mistakes. I went to the convention. I saw Mr. McGurrin. I wrote for the convention, and my friends were nice to me—said pretty things. My employer, too, seemed pleased.—ABSO-LUTE ACCURACY.

Speed came to me rapidly then. It is the mind, I think; the feeling of life and exhilaration that you can do that enables you to accomplish things. And so at Detroit the following year I was easily the expert. I had one experience here that had a bearing on the speed question.

I was writing rapidly before a group of typewriter men, among whom were three rival publishers. My employer at that time published a book on Touch Typewriting, and he, coming to the machine, saw that I had made one or two errors. He pulled the paper from the platen, looked at it and with that sarcastic smile of his threw my work into a convenient waste basket. I was fighting angry then; tears came to my eyes, and for a time it looked as if the men standing around would do things. They did not know he was my mentor, and that the effect produced was the one desired. I dropped from my balloon to earth once more, and for half

an hour did carbon work from dictation without an error. Speed hint-ABSOLUTE ACCURACY.

At Buffalo Columbian Exposition I had a great deal of dictation practice, always writing blindfolded, and every one welcome to dictate. At the close of the fair I returned to school, and the year following I enjoyed my best speed. What was it? Never mind.

So far as training, etc., I never did any. About three months before the New York show three years ago, my mentor one morning said, "Suppose you begin to practice." I did—about two weeks before the exposition, about fifteen minutes a day.

Now, one can't be a world-beater without giving one's attention to one thing. If I were to consider another contest, I should for three months prior to its taking place, give up everything but the typewriter. I should go to bed early and rise early; should have certain hours for amusement and certain hours for practice.

I should select a thousand common every-day words and arrange them into sentences and practice until I could write 150 to 200 words a minute.

Prefixes and suffixes and words of hard combination would receive attention—a great deal of attention.

I should take a letter of 500 words and write it twentyfive times a day every day for a week, timing myself to note improvement. Last, I should try to figure the probable matter to be selected and copy from same several hours a day.

But of all things, I should be accurate—ABSOLUTELY ACCURATE.

MARY E. CARRINGTON.

Springfield, Mass.

SHORTHAND NOTES

Are we correct in thinking that not fifty persons in the United States are definitely interested in the history of the Stenographic art? A well-edited and well-supported magazine in Germany devoted to ancient systems and methods of shorthand is proof of German devotion to the art for art's sake

The Government of Saxony is the most far-seeing and effective supporter of the Shorthand art. Its great institution distinctly organized in this interest has a library of over 30,000 volumes and has been in existence for over fitty years. Its corporate name has just been changed from Koeniglischen Stenographischen Institut to Koeniglischen Stenographischen Landesamt. Let our German readers govern themselves accordingly.

What next? Herr von Kriwosch, Director of the Russian Bureau for Stenography, has just published a brochure in which he sets forth "A Word Stenography." What next from Russia?

The Germans are wont to say of American phonographers: You are "bread and butter" stenographers. You have no interest in the literature of the Shorthand art and produce no literature. The great German publishing house of William Reuter has just sent forth volumes 182, 183 and 184 of their Shorthand Library. It will take some years for any American House to "hustle" itself up to that point.



enough of The Journal to enroll their own names on the Professional List, at \$1 a year.

RECENT JOURNAL VISITORS

Lyman P. Spencer, Orange, N. J. F. E. Barbour, Merrill College, Stamford, Conn. W. W. Cook, Cleveland, Ohio. William B. Wilson, New York City. Sidney L. Daily, Chicago, Ill. I. A. L. Garfield, Chicago, Ill. T. G. O'Brien, Drake College, New York City. W. L. Jackson, Nora Springs, Iowa.

G. DeFelice, Kinsley Studio, New York. Walter E. Dunn, Ames & Rollinson Co., New York. W. H. Vernon, Brooklyn Business Institute, Brooklyn. A. J. Gleason, Drake College, Jersey City, N. J.

E. N. Miner, Phonographic World, New York City.

MOVEMENTS OF THE TEACHERS

W. L. Jackson, formerly of Drake College, Orange, N. J., is now located at Nora Springs, Iowa.

W. II. Coppedge, for two years with Wood's Commercial School, Washington, D. C., has engaged with the Mankato Commercial College as head of the shorthand department.

A. F. Wallace, recently senior commercial teacher in the Newark, N. J., Business College, has engaged with Strayer's Business College, Philadelphia.

W. H. Earles, of Hudson, Mich., is with the Stanley Business College, Macon, Ga.

J. M. Crandall, Banks Business College, Philadelphia, has recently taken charge of the commercial department of the West Chester, Pa., High School.

B. D. Stowell, recently with the Albany, N. Y., Business College, has taken charge of the commercial department of the Pennington, N. J., Seminary, and Mr. J. W. Donnell, who had that position, is in charge of the commercial work in the Interstate Commercial School, Cedar Rapids, Iowa.

R. P. Felch, formerly with Ferris Institute, Big Rapids, Mich., and subsequently associate proprietor of a commercial school at Yankton, S. D., has sold his interest in the latter school and has gone into reporting work in Colorado.

Caroline O. Farnsworth, for several years at the head of the shorthand work in the Eagan School, New York, will next year be with the Winter Hill Business College, Somerville, Mass.

B. A. McKinney, who has been teaching this year with Richmond College, Richmond, Va., will next year be with the Massey Business College of Richmond.

J. H. Long, who formerly owned the Carlisle, Pa., Business College, is with the Bliss Business College, Flint, Mich. Charles F. Zulauf, of the Staten Island, N. Y., Business offege, has resigned his position with that school and will leave the latter part of April for the Zanerian College, Columbus. Ohio, where he expects to take at least a three months' course in penmanship.

Alpheus V. Becker has been engaged by L. C. McCann to take charge of the School of Commerce, Reading, Pa. Mr. McCann is now owner of this school and Mr. Becker was a former teacher in the School of Commerce.

I. P. Christiansen, of Abilene, Kan., is the new assistant teacher in the Cream City Business College, Milwaukee, Wis.

C. M. Danley, of Washington, Pa., accepted a position with the Oueen City Business College, Meridian, Miss.

H. I. Jones, of the Olney, Ill., Business College, is now connected with the Douglas College, Pittsburg, Pa.

NEWS OF THE PROFESSION



HE annual reunion of the students of the Northwestern Business College, Spokane, Wash., was held on the evening of February 28. The opening address was delivered by the president of the school, M. M. Higley, and a very entertain-

ing programme followed. There were about six hundred present and the event was voted a success by all who attended.

T. J. Risinger, of the Utica School of Commerce, Utica, N. Y., has been confined to his home for several weeks as the result of a severe fall which occurred on February 19. We hope that Mr. Risinger has entirely recovered by this time.

The Minneapolis, Minn., Tribune, of March 26, gives an account of a fire which occurred on the 25th of March in the building in which Caton's Business College is located. According to Mr. Caton, it is entirely due to the fire drill that no fatalities occurred, as a panic was imminent when the fire was discovered. All but seven of the pupils left the building by means of the stairway, the others were taken out of the windows. None of the pupils or teachers were hurt. The loss to the building is estimated at \$3,000.

The annual concert given by the Forest City Business College, London, Ont., J. W. Westervelt, principal, was held on the evening of March 27. There was a large attendance and everyone enjoyed the excellent programme. The occasion was a success in every way.

Mr. and Mrs. J. E. Joiner, of Columbus, Ohio, announce the arrival of Joyce Elizabeth Joiner on March 21, 1908. The Journal extends heartiest congratulations.

H. C. Spencer, the versatile penman and engrosser, who is at present connected with the Winsted, Conn., Commercial High School, spent a few days in Boston recently, visiting his many friends.

The Journal desires to acknowledge receipt of an invitation to the opening of the Greer Business College, Braddock, Pa., in its new home on Tuesday evening, April 7. Addresses were made by prominent citizens.

C. II. Condy, associate proprietor of the Burdett College, Lynn, Mass., spent a few weeks in Florida and returned with many praises for the "Sunny South."

The members of the Board of Trade, of Wilmington. Del., are very desirous of renominating R. J. Maclean, of the Goldey College, of that city, as president for the coming year. Mr. Maclean has done valiant service as president of the board during the past year, and it is very likely that he will be re-elected.

F. H. Burdett, of Burdett College, Boston, is spending a few weeks in Bermuda. Mr. Burdett is a hard-working man and of a nervous temperament, and it is hoped by his many friends that the "Balmy Gulf Stream Air" and a much needed rest will do him good.

L. M. Rand, penman at Comer's Commercial College, Boston, was ill for a short time, but we are glad to report that he is back at his school work again.

On the evening of March 26 a play and dance was given by the students of the Eastman-Gaines School, New York City, at the Harlem Casino. A very enjoyable evening was spent, the play being a success.

The business of the Gregg Publishing Company is increasing so rapidly that it has been necessary for them to engage three hundred square feet of additional space in the Thomas Church Building, Chicago. This increase arises in spite of the fact that the establishment of an eastern office of the company in New York, under Mr. Gregg's personal direction, has to some extent relieved the pressure on the Chicago office. This provides some much needed space for the Gregg School as well.

The Maryville (Mo.) Republican in a recent issue devoted considerable space to a write-up of our friends, E. S. Cook, George H. Meek and M. V. Ringgold, of the Maryville Business College. These young men are making a splendid success of their work. They secure good tuition rates and are planning for new quarters and a big school.

The last number of the Ransomerian is a little in advance of the preceding issues and is filled with useful information for the Ransomerian student. A large number of photographs and many beautiful specimens are reproduced. Mr. Ransom seems to be making an unusual success of his correspondence school work

Sidney H. Godfrey, twice winner of the Miner Gold Medal for rapid shorthand writing, has won another championship. At the second annual Business Show, at Olympia, London, England, he succeeded over ten other contestants. Mr. Godfrey wrote 1,100 words in five minutes. The dictation was taken at 220 words a minute. Mr. Godfrey made 80 errors and omissions and secured a net number of words correctly transcribed of 1,011, or 200 words a minute.

E. S. Lawyer, of the Coast College of Lettering, Los Angeles, Cal., has our thanks for a box of orange buds, which came in good shape across the continent. The California people have much to be thankful for, not the least of which is an abundance of blossoms and fruit. Our friend is as appreciative of Nature's bountiful store as any one, and his thoughtfulness in our behalf is highly esteemed.

The National Association of Isaac Pitman Teachers and Writers holds meetings in New York every month. These meetings are largely attended by the teachers of this system. At the March meeting H. W. Hammond, of Wood's School, Brooklyn, gave a talk on "English Style for Business Letters." The speaker showed in his discussion the result of careful and laborious search and preparation. He is the author of a book on this subject recently published by Isaac Pitman & Sons. This will be reviewed in an early issue of The Journal.

C. W. Slocum, supervisor of writing of the Newark, N. J., public schools, has recently issued six booklets of model copies, giving his method of teaching writing in the public schools. The lessons are so arranged as to present a thorough and carefully graded course in practical penmanship for all grades in the elementary schools. The letter forms are plain and graceful, easy to make and pleasing to the eye. The method of teaching the letter forms in groups, singly and in words, as used in this system, has proven to be very successful. A number of movement exercises are found in each booklet and are a necessary part of every writing lesson. A blank book with a pocket on the inside of the cover to hold the copies is used for practice instead of loose sheets of paper.

J. N. Fulton, of the International Business College, Ft. Wayne, Ind., is turning out some of the best writers in this country. His pupils not only execute the movement drills satisfactorily, but they are able to carry this movement into their body writing. Some pages recently sent to our office are really beyond criticism. Those whose work shows up exceptionally well are as follows: Ethel Strycker, Estella Loney, E. Frohmuth, Verva Donahue, Lena Metsch, Lloyd Gerver, Oscar Oliver, Oscar A. Wilmore, C. N. Swogger, Denver Fenicle.

The Rochester (N. Y.) Business Institute on the evening of April 7 held a reunion of the old students of that school. The call for the reunion was signed by graduates of the school dating back forty years. Practically every town in Western New York was represented at the meeting. Since the organization of this school, in September, 1863, 22,500 students have been in attendance. More than one thousand were present at the gathering, and it was a most enjoyable occasion for all.

NEW SCHOOLS AND CHANGES

T. B. Liner, formerly of the Stonewall (Okla.) Commercial School, on the 30th of March opened the Oklahoma Commercial, Ada, Okla., having sold his interest in the Stonewall Commercial School.

L. C. McCann, proprietor of McCann's Business College, Mahanoy City, Pa., has purchased the Reading (Pa.) School of Commerce. We predict splendid success for Mr. McCann in his new undertaking.

Messrs. D. C. Ahlers and J. C. Hyland, formerly of Heald's College, Reno, Nevada, are now in charge of the Alton (Iil.) Business College.

Heaney & Rosebery, proprietors of the Cambridge, Mass., Commercial College, have dissolved partnership, Mr. Heaney having sold his interest to his partner, W. G. Rosebery, who is now sole proprietor of the school.

The Massachusetts College of Commerce, Boston, has moved from its quarters in Huntington Chambers to a new and exceptionally well lighted building on Boylston street, in the Back Bay district. The school occupies two floors. It was closed on Friday morning and opened on Boylston street Monday morning without a break, which certainly was no slight undertaking.

Miss Harriet R. Farrar has opened a school of her own at 120 Boylston street. Boston, where she teaches shorthand and typewriting. With the assistance of her sister, she is building up a nice little business.

Some one has said that the most useful inventions of the human mind are Writing and Money. The former, the common language of the intellect; the latter, the common language of self interest.



E. C. Mills, of the Rochester (N. Y.) Business Institute, Giving a Lesson in Penmanship.

The following is a little circular sent out by the Burroughs Adding Machine Co., Detroit, Mich. It is specially appropriate in view of the unsettled conditions in business affairs, and the tendency on the part of many toward despondent contemplations concerning the same.

THE GOSPEL OF GOOD TIMES According to St. Elmo.

Being Chapter XXIII. of the First Epistle to the Dead Ones.

And, therefore, it came to pass, when the seven fat years had been fulfilled, that there arose those among the people who cried with one voice: "Behold, the years of famine and darkness are upon us."

- 2. And straightway they did crawl into dark caves, and pulled the caves in after them, and did shut out the sunlight.
- 3. And they lamented with many lamentations, saying: "The years of darkness are come, and the sun hides his face from the children of men.'
- 4. Then came others who were wise in that generation, and did beat upon the stones that were rolled before the caves wherein the calamity howlers howled, and cried unto them to come forth, saying: "Behold, the sun still shines, and the face of Nature is fair to see, and thy crops ripen fast unto the harvest, and shall another reap in thy fields where thou hast sown?"

- 5. But the dwellers in darkness cried to get them hence, saying: "Know ye not that darkness is upon the land, and we cannot see; nay, verily, even the hands before our eyes?"
- 6. "Here now will we bide, for we have a little provision, but enough only to suffice for our needs during the dark days, and when we behold the sun again, then shall we come forth and till the fields, but not yet, nor soon."
- 7. And those who were without held council together, saying: "None are so blind as those who will not see, and wherefore shall we not gather to ourselves the ripe grain of these our sightless brethren, which lies ready to our sickles? Then shall we have all our own and twofold more, and when these howlers of the caves are an hungered, lo, we will jar loose from them many sheckles for that which was their own and they would not take. And it shall come to pass that we shall wax fat and our sons shall wax strong upon the land."

8. And it was even so.

"Your April number is a beauty. The resolution work is just grand. M. B. Moore, Morgan, Ky.

"March 25, 1908."

"We have been enjoying a prosperous year, with practically the same attendance as usual, although I believe we now have a few more in regular attendance than a year ago.

"GEO. P. LORD, Salem, Mass., Commercial School.

"March 13, 1908."

TO WHAT EXTENT SHOULD WE TEACH OFFICE DEPORTMENT

Address delivered before the National Commercial Teachers' Association, Pittsburg, Pa., December 30, 1907, by Earl L. Virden, Chicago (Ill.) Business College.



N the majority of cases the business college course is the last step in the educational career of the student and it devolves upon the business educator to correct the student's bearing, conduct or deportment, in order that he might be

prepared to conduct himself according to the standard justly

demanded by business men.

The business man expects the business college to give instruction in regard to the proprieties of a business office, before letting its young people enter business life. If the student fails to deport himself properly, the business college is usually censured, especially when the business house has made direct application for help.

Many capable stenographers are entirely unqualified to hold positions for which their education fits them, through ignorance of business deportment. It is very much the same principle as training the child in the home for its place in the



EARL L. VIRDEN.

world. We want him to appear well and enjoy the respect and admiration of all with whom he comes in contact. Unless the child is taught the little courtesies of every day life at home, it certainly will not use them when in the home of

If the business college will have the lessons of office and general deportment carried along hand in hand with the training for the business career, our students will be assured of the best positions and will be the ones who will remain the longest.

It must be evident to all that the successful man or woman has to be a good judge of human nature. He must be able to quickly discriminate between temperaments, and to fit his own conduct to the habits of life and thought to be found in those with whom he comes in contact. The man in business, drilled in direct and incisive methods of thought and action, must be dealt with differently from the doctor and other professional men. His hours of business are commonly recognized as more valuable. He seeks to get at the heart of the mater in the most direct way, and one who is verbose, indirect and unbusinesslike always impresses him unfavorably.

The entrance of educated, refined, well-mannered young men and women has a marked effect on the conduct of those employed in stores, offices and other marts of trade.

The importance to the student of having a good sense of deportment is self-evident. That he should not leave a business college without it is also self-evident. The question then is: Out of the total effort to equip the student, what portion of it may be applied to acquiring a sense of deportment.

The first error that confronts an employer in the day's work is tardiness.

Students should be aroused to definite action and be relieved of their aimless, dilatory practices. They should be taught to "speak when spoken to" and that "silence is golden." They should be taught that "cleanliness is next to Godliness"; that "nine tailors" cannot "make a man"-but after a man is made he looks better well clothed, his hair combed, fingernails clean, teeth brushed and shoes shined. They should be taught, even when standing or walking, to stand or walk erect; to move quickly, quietly and correctly when they start anywhere, to go; when they start back, to come. They should be taught to have an object point in view and then to drive straight toward it.

We should encourage all of our young ladies to cultivate a frank and open respect for the young men associated with them in college, but to exact a high character and tolerate no debasing familiarities. Flirting, which is aptly defined as "attentions without intentions," has no place in the life of the school girl or office assistant.

The young women should be encouraged to remember that they are simply young husiness women-it is never well to be too self-conscious. The giggling, simpering miss has no place in the world of affairs. Such silly girls frequently change places, have difficulties in finding employment, and are always complaining of the rudeness of the men whom they meet.

Students should be taught to be diligent and persistent, that their employer pays them for their time, and they have no right to waste it. Not to be boisterous. To attend to personal affairs outside of office hours. Not to be too inquisitive. Not to rubber through letters, etc., on other people's desks.

They ought to be instructed in dignified business bearing -no loafing, lolling or lounging being tolerated anywhere about the college building, either in the rooms or out.

Pupils should be taught to know and respect their special work, or position in an office, and their relation to other employees. One jealous, faultfinding, selfish employee can upset and keep a whole office force in continual strife. Advancement should never be sought at the sacrifice of a fellow associate.

The student should be taught that, when he falls into errors from which it is impossible for him to extricate himself, he should seek his employer's aid and counsel before he involves the whole system in error.

.He should be taught not to use coarse and unbecoming language around the office. A great deal of this is indulged in to the great annoyance of the employed and employer.

To always be kind and courteous to his employer, always willing to do what is right and proper to do, showing no ill disposition or adversity to what has been asked of him.

Some effort should be made to train the student how to meet his employers. A cold, awkward, indifferent reception on the part of the employees is often harmful to the in terests of a business.

When a student enters the Chicago Business College we place in his hands a card, on which are blank spaces on which to note the schedule of his classes. On the reverse side are the rules and regulations.

Office deportment is taught to such an extent in our Business Practice Department that a graduate need cause his future employer or himself little embarrassment during even his first week's experience in a business office. A department manager brings about this result in two ways: First, on the theory that his room is a business office in which he is the employer, the student the employee, and the latter's progress and grade take the place of salary and reputation; and, see-ond, by calling attention, in lectures, to the analogy between the business office and the commercial schoolroom. It is hardly enough to emphasize only the precept or example, for they are complements of the other.

To procure this "bread and butter" of his school work, it is not only important, but necessary, for the student to be punctual, regular in attendance, courteous, with energies concentrated along only a few lines of activity at a time, accurate and neat in personal appearance, evenings devoted to study, due respect for the teacher's as well as his own time, accurate and neat performance of all work with dispatch, and, last, but certainly not least, an impregnable incentive, in everything, to common honesty.

We carry such a high standard of behavior and manly and lady-like discipline that students readily rise to the situation in their personal appearance. For instance, we could not think of inspecting the work of any one for correction who does not continuously satisfy us that his work is in "applepie" order.

We give our shorthand students a thorough drill in office deportment in our model office, and in the office of the college before he leaves. He usually spends from one to three weeks taking dictation from the president, secretary and the superintendent of the departments, during which time we have an excellent opportunity to correct any defects and prepare him to step into a business office and deport himself well from the beginning.

When the pupil leaves the college to take a position, I almost invariably instruct him in the art of approach, giving suggestions calculated to help him in making a favorable impression.

I would advise every business college proprietor to address a letter to the leading business men of your town, urging them to write you, setting forth wherein their stenographers, bookkeepers, clerks, etc., fail to deport themselves properly. Read these letters to your students, past them on your bulletin boards. Get prominent business men to address them on this subject. By all means, ask the heads of the employment departments of typewriter companies to appear and speak on this subject. They have their ears at the telephone the greater part of the day listening to the demands of business men.

A pleasing personality is of untold value. It is a perpetual delight and inspiration to everybody who comes in contact with it. Such a personality is capital. Those under our direction should be taught the value and importance of that personal wealth, which they always carry with them. We should not begrudge any expense, time or effort within our reach which will add to this personal wealth—which will enrich and beautify the personality of those about us,

I believe the business futures of our young people depend more largely upon their dispositions, willingness, courtesy, manners, etc., than upon their mental training alone. I certainly think that we shall neglect at least half the education of our students if we do not undertake to correct their in discretions—careless and otherwise.

FRESH BUSINESS LITERATURE

The prospectus of the Nichols Expert School, St. Paul, Minn., M. E. Nichols, owner and principal, is gotten up to represent a typewritten argument before a court, the title of the court in this case being as follows: "State of Minnesota, County of Ramsey, City of St. Paul, Court of Common Sense." The title of the case is: "In the Matter of a Business Education for Young People." The parties are: "The Nichols Expert School vs. Ordinary Business 'Colleges' Socalled." For twenty years Mr. Nichols has been an original advertiser. We have in our office several of his ingenious contributions to business school literature. This document, aside from the argument, gives several exhibits, consisting of clippings from daily newspapers advertising for office help, and also matter pertaining to Mr. Nichols' personal work. The argument is letter size and consists of sixteen pages.

Nicely bound and artistically gotten up catalogues have been received this month from Spalding's Commercial College, Kansas City, Mo.; Shenandoah College, Reliance, Va.; Wilson's Modern Business College, Seattle, Wash.; Drake College, Newark, N. J.; Rasmussen Practical Business School, St. Paul, Minn., and the Spencerian Commercial School, Cleveland, Ohio.

The following college journals have come to hand: Spencerian, Spencerian Commercial School, Louisville, Ky.; The Business World, Detroit (Mich.) Business University: The Beacon, Central Business College, Indianapolis, Ind.; King's Business College Journal, Raleigh, N. C.; The Bulletin, State Normal School, Valley City, N. D.

Guelph, Can., Business College Messenger; Commercial Life, Lawrence, Mass., Commercial School; The News Letter, Barnes Commercial School, Denver, Col.; The Review, Lawrence, Kan., Business College; The Chartier Magazine, Chartier-Spencer Publishing Company, New Orleans, La.; Why, edited by Edward Toby, Toby's Business Colleges, Waco, Texas, and New York City; The Business College Journal, Port Huron, Mich., Business University; State Business College Journal, Tacoma, Wash.; Joplin, Mo., Business College Student,

Booklets and other advertising matter have been received from Tampa, Fla., Business College; MacCormac School, Chicago, Ill.; Gem City Business College, Quincy, Ill.; Union Commercial College, Charlottetown and Summerside, P. E. I., Can.; George E. Van Buskirk, Newark, N. J.; Abilene, Kan., Business College; Platt's Select Business School, Hoboken, N. J.; H. Graham Paterson, Chicago, Ill.; Southwestern Publishing Company, Knoxville, Tenn.; Mary H. Booth, Graphologist, Philadelphia, Pa.

Holiday Greetings have come to hand from Trainer's Private Business School, Perth Amboy, N. J.: Great Falts, Mony., Commercial College; Illinois Business College, Springfield, Ill.; Clark Business College, Coatesville, Pa.

Booklets and other advertising matter come from Way's School, Aberdeen, S. D.; Stonewall (Ind. Ter.) Commercial School; Hill's Business College, Sedalia, Mo.; Hornellsville Business School, Hornell, N. Y.; Tampa (Fla.) Business College; Brown's Business College, St. Louis, Mo.; Dick's Evening School, Brooklyn, N. Y.; Shorthand Training School, Indianapolis, Ind.; Bradford (Pa.) Business College; Powers & Lyons, Chicago, Ill.; Combined Tool Co., Leominster, Mass.; Coast College of Card Writing, Los Angeles, Cal.; Howard & Brown, Rockland, Me.



MANUFACTURING EXPENSES

NDER this heading the third element of manufacturing costs will be discussed.

The cost of raw and semi-raw materials

used, and the cost of productive labor, are direct

costs of manufacturing. Manufacturing expenses, sometimes designated "indirect expenses," or "overhead expenses," or "operating expenses," embrace all costs applicable to the conduct of the factory, except direct costs e.g., non-productive labor (including lost time), power, heating, lighting, repairs to machinery and equipment, rent of factory—or in case the factory is owned—net maintenance of real estate in lieu of rent, cost of factory supplies used, part or all of the stable expenses (depending on whether the selling department should be charged with part), insurance

on machinery and raw materials, etc.

Some cost systems provide a separate ledger where accounts are kept with the different kinds of manufacturing expenses. Others provide for keeping these accounts in the general ledger. The best way is to keep one account in the general ledger headed "Manufacturing Expenses," and charge all items of indirect costs to that account. At the close of each month analyze the account and record the total of each kind of expense in the "Analysis Book" (explained in the April, 1907, number), under the proper month. This plan affords a detailed monthly analysis of indirect manufacturing costs in comparative form, and necessitates only one general ledger account.

The item of non-productive labor is shown on the "Monthly summary of non-productive labor" sheet, referred to under the heading of labor. A monthly journal entry should be made, charging "Manufacturing Expenses" and crediting "Pay Roll" with the total cost of non-productive labor for the month.

If the details of that total are required, the monthly summary may be referred to, and will show the cost of superintendent's services, overseeing by foremen, cleaning machines, sweeping floors, lost time, etc.

The items of power, heat and light, in case the concern furnishes its own electric current, are arrived at as follows: All coal, coke, etc., are purchased in large quantities and charged to "Supplies" account in general ledger. An account with each commodity is kept in the stock ledger, and the quantity, price per ton, and total cost of each lot purchased is recorded on the debit side of the proper stock account. The engineer should report each day the quantity of coal, etc., used. These reports should be kept together and totaled at the close of each month. The total quantities of coal, etc., used should be recorded on the credit side of the proper stock acounts, at which time the total cost should be computed and extended in the "Cost" column. The total cost of fuel used should be charged, by means of a monthly journal entry, to "Manufacturing Expenses" and credited to "Supplies" accounts in general ledger. If the concern purchases electric current, gas, etc., the cost can be ascertained by computing the cost of consumption, as per meters. A monthly entry would be necessary, charging "Manufacturing Expenses" and crediting the concern from whom the service is purchased.

Repairs to machinery and equipment consist of three classes of charges, viz.: Labor, repair parts, and outside charges. Ordinarily the repairs are made by employes of the concern. There should be a standing shop order representing repairs, and whenever an employee devotes time to repairing machinery or equipment, the cost of his time should be reported as applying to that shop order. A column may be provided on the "Monthly summary of productive labor" sheet for this purpose and all time devoted to repairing should be recorded therein. Of course, such labor is not productive, but it is, nevertheless, a direct charge to some specific class of work, and may as well be kept account of on that sheet

A monthly journal entry should be made charging "Manufacturing Expenses" and crediting "Pay Rolf" accounts in general ledger. All repair reports excepting small stuff (such as belts, screws, etc.) purchased in quantities should be charged to "Supplies" account in general ledger, and recorded in the stock ledger under the proper account (debit side). All parts requisitioned from the store-house should be recorded on the credit side of the proper stock accounts. At the close of each month the total cost of all repair parts used should be charged to "Manufacturing Expenses" and credited to "Supplies" accounts in general ledger, by means of a monthly journal entry. All petty repair parts and supplies should be charged direct to "Manufacturing Expenses" at time purchased.

Outside charges represent the cost of services and materials furnished by specialists employed to do certain repair work which none of the employees are capable of doing. In such cases "Manufacturing Expenses" account would be charged direct from the purchase record, inasmuch as the concern would be billed in regular order. It is essential to understand the difference between a repair and a replacement. A repair is always chargeable to an expense account, i. e., it is a charge against the profits realized or to be realized. A replacement is a capital outlay, and is chargeable to an asset account. The cost of the thing replaced, however, is chargeable to "Reserve for Depreciation" account; or, if no reserve account is maintained, to some expense account. Partial replacements should be considered as repairs; e. g., the cost of replacing a pulley, bearing, bolt, screw, jaw, bed, etc., should be charged as a repair, although theoretically they constitute replacements. It would be impractical to undertake to charge off the old part replaced, and the capital account ("Machinery and Equipment") would be burdened with enumerable petty charges. When an entire machine is replaced, charge the cost to "Machinery and Equipment" account, and credit that account with cost of old one. The balance of that account will always represent the cost of machinery and equipment on hand. All other expenses incurred in maintaining machinery should be considered as repairs.

THE EMPLOYMENT OF THE BLIND

We gladly give space to the following communication. It certainly is a happy inspiration on the part of our friend. We owe a great duty toward our brothers and sisters in darkness, and does not one of the most useful inventions of the last half century constitute a key to the profitable employment of many of the blind, and thus in a way possibly more potential than any other brighten their lives?

THE SMITH PREMIER TYPEWRITER Co. Syracuse, N. Y., Feb. 8, 1908.

DEAR MR. HEALEY:

As a portion of the work of the school department of this company covers the blind schools of the United States, the writer has become very much interested in their development, and has personally called upon a number of them. At the present time we are carrying on with them correspondence for two purposes. First—To find out what improvements may be possible from the standpoint of the manufacturer. Second—To gain information in order that we may shape our employment departments in the various fields so that graduates of these schools may find employment.

So far as we have been able to ascertain, principals and teachers alike feel that the handicap of blindness is so great that the possibilities of blind boys or girls getting lucrative positions are remote, and that commercial life in any form is closed to them. Investigation has shown me that coperation between certain interests and the blind schools may change this condition, and that the blind may still be placed in positions with an earning capacity which will at

least support them.

Illustration—Why cannot a blind person operate a telephone board if he is led to the room in the morning and taken away at night? Why cannot an intelligent, well educated blind boy or girl take dictation from the phonograph and transcribe it by the typewriter? Is it not possible for the blind student to write circular letters, assist court reporters and fill in many gaps to-day where there is simply need for the mechanical use of the typewriter?

In this age, when there is such a demand for capable stenographers, it seems to me that trade journals, typewriter manufacturers and typewriter users should give some consideration to the less fortunate brother or sister who does not ask for nor desire charity. It seems to me that this matter ought to be thoroughly discussed through the press, and that the various associations should be asked to consider this branch of our work very carefully at the next session to be held. It can wisely and easily be brought up at the Spring

Convention in Philadelphia.

The possibilities of success on the part of the blind person have been recently emphasized in the election of J. F. Fish, president of the Northwestern Business College of Chicago, to the vice-presidency of the National Association at the December Convention in Pittsburg. He was unanimously elected because of his excellent work for the association from year to year, his good, sound judgment, his great determination and zeal for the cause and because he is a successful proprietor. If this question can be properly placed before the conventions, then the typewriter manufacturers, who have employment departments in active operation throughout the field, ought to be able to take care of every graduate who is capable to hold such a position as I have named above.

There are in the United States forty-four blind schools using machines, these schools being mostly under the administration of she State or city in which they are located. There are two general systems of instruction, almost alike, called the Braile and New York Point System, using six points, the only difference being that in one system the points run horizontally and in the other system vertically.

Typewriting is taught in the same way that a sight operator is taught "touch typewriting," (By the way, a good illustration of the value of "touch typewriting." The blind can use no other system.) In the institutions visited I have found some very fine operators and most excellent work accomplished. They seem to be unusually accurate, and their touch, it appears to me, is even more perfect than that of the average operator. Very truly yours,

W. H. GLEAZEN.

CHINESE BUSINESS SCHOOL

The latest from that progressive city of Chicago is nothing more nor less than a Chinese Business School. The enterprising proprietor of this school is one Jin Fuey Moy, and its purpose is the instruction of Chinamen in the use of the writing machine, the Remington Typewriter being used for this purpose.

The school has already quite an attendance, and the plan is to train Chinese typists for both American and foreign correspondents. The Chinese operator, by the way, is no new thing. Mr. George H. Richards, the special representative of the Remington Typewriter Company, now in the Far East, writes that there are quite a large number of both Chinese and Hindus employed as typewriter operators by business houses throughout the Oriental countries. Hitherto, however, the Chinese Remington operator has not invaded America—at least not so as to be noticed. We feel certain that no fear of competition will deter the proprietors of the American business colleges from wishing all kinds of good luck to this new Chicago venture.

OBITUARY

The many professional friends of S. C. Malone, artist penman, of Baltimore, Md., will be pained to learn of the death of his father on the afternoon of March 6, in West Virginia. His full name was John Curtis Malone, and he was in his ninetieth year. Mr. Malone has our deepest sympathy in his bereavement.

Edward Pocknell, now of Exeter, England, but for many years one of the most prominent reporters of London, is greatly afflicted in the death of his beloved wife, Elizabeth Jane, who died December 20, 1907, aged 79.

Mrs. Margaret Maclaan Pitman, widow of the late Fred Pitman, youngest brother of Sir Isaac Pitman, died on January 17, 1908, in her 80th year. Two daughters survive her.

"I prize no paper as highly as The Journal." November 18, 1907. I. D. Beals, Johnstown, Pa.

"Am well pleased with The Journal, and hope to see its healthy growth continue."

J. W. Welsh,
November 7, 1907.

Thatcher, Ariz.

"Can't afford to miss a single number of your splendid JOURNAL."

A. H. STEADMAN,
November 24, 1907.

Cincinnati, Ohio.

"We have been using The Journal in our class work, and are much pleased with it. The course by Lister is certainly a fine one."

D. I. Rowe.
November 16, 1907.

Milwaukee, Wis.

"THE JOURNAL contains many good things, and no progressive school manager or teacher can afford to be without it. I certainly appreciate its monthly visits at my office."

E. H. Morse, November 22, 1907. Hartford, Conn. la chaireil a la chaireil a chaireil a chaireil a la chaireil a la chaireil a chaireil a chaireil a chaireil a

WHO'S WHO IN PENMANSHIP

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C. A. ZARKER.

In this photograph you have a splendid likeness of one of Pennsylvania's leading teachers and penmen, C. A. Zarker, of the Pennsylvania Business College, Lancaster, Pa. Mr. Zarker is a native of the Keystone State. His early educa-



tion was obtained in the public schools of his native town. After graduating from the high school he engaged in business for a few years, and finally, in 1906, became a student in the school with which he is now connected. Immediately upon his graduation he was engaged as an instructor. Prior to entering business school work he was engaged as a teacher in the public schools,

and at one time was secretary of the Dauphin County Teachers' Institute. This association numbers nearly four hundred of the leading teachers of that locality.

Mr. Zarker can be said to be an all-round man. His business and public school experience, together with his participation in social activities, eminently fits him for the onerous duties which devolve upon him as an instructor.

He is a member of Ashlar Lodge No. 570, F. & A. M., and one or two other fraternal organizations. He is a firstclass penman, and what is more, possesses the ability to transmit his skill, and makes every one of his students an excellent business writer.

C. H. NIXON.

Many of our best penmen are found in the Southland. Among them is included C. H. Nixon, of Mineral, Va., al-



though a native of the Buckeye State. Mr. Nixon is not only a penman and a teacher, but an author. Some two or three years ago he published a very excellent treatise on business writing. Although not yet thirty years of age, he has had a great deal of experience as a teacher of all the commercial branches in the various sections of the country. He has had the advantages of

a normal school instruction, and has every prospect of a useful future.

L. E. HEYENGA.

The subject of this sketch hails from Litchfield, Ill., where he is connected with the Litchfield Business College



as secretary and business manager. Few penmen are able to produce a more artistic card than can Mr. Heyenga. However, while penmanship is his specialty, he is equally at home in teaching all the commercial branches.

In 1906 he was graduated from Macomb. Ill., College. While in this school he was the business manager and editor of the col-

lege paper. Mr. Heyenga possesses histrionic ability of considerable merit. Among some of the evidences of his talents in this line, he possesses a gold medal won in an oratorical contest.

Like hundreds of other young business educators, he is a great admirer of the Penman's Art Journal.

W. D. M. SIMMONS.

The subject of this sketch is secretary and treasurer of Draughon's Practical Business College Company, which operates a chain of some thirty schools. Mr. Simmons is a native of Arkansas and is about thirty-five years of age.

His life has been one of constant toil and earnest ambition. In spite of almost insurmountable obstacles, he succeeded in securing a splendid all-round education. At the age of nineteen he entered college and by the help of what work he could get outside he was enabled to pay all of his expenses.

Completing his college course, he engaged in teaching, the first two years of

which were spent in the Indian schools of the Choctaw Na tion. Ten years ago he decided that it would be to his interest to secure a business education, and accordingly he enrolled in one of the company's colleges. Here he took complete courses in bookkeeping and shorthand. After some experience in the business world he returned to the school business and became associated with J. F. Draughon in the management of his chain of schools.

He is now located at the headquarters of the company at Nashville, Tenn., is a member of the Board of Directors, and, all in all, is looked upon as one of the leading business educators of the South.

E. H. Armstrong.

E. H. Armstrong, the popular penman of the Grass Val ley (Cal.) Business College, is one of the few teachers who

reside in the State where they were born. His early education was not unlike that of the average country boy. First the public school, then the normal school and, finally, the teacher. He is now the proprietor of the school with which he is connected, and is making a splendid success of his work. His skill in penmanship was developed under the excellent tutelage of such men as Field-



ing Schofield and F. W. Tamblyn. He is an expert card writer, a first-class teacher and all-round business man,

W. P. CANFIELD.

All of The Journal readers are familiar with the name of W. P. Canfield, proprietor of the Canfield School, Owatonna, Minn. For twenty years he has been engaged in busi ness school work. He was born at Cedar Rapids, Ia., and

received his business training under the direction of S. H. Goodyear, who established the Cedar Rapids Business College. He was one of the first students to receive a diploma from that institution. After graduating from this school he was engaged as a teacher. He then became associated with the seminary located at Epworth, Iowa. The Canfield school was established in 1807, and



five years later he constructed his own school building, and is now comfortably situated in a home of his own.

For his penmanship Mr. Canfield is indebted to 11. C. Clark and A. J. Scarborough. Mr. Canfield writes a strong business hand, and is one of the most successful teachers of the art in this country.



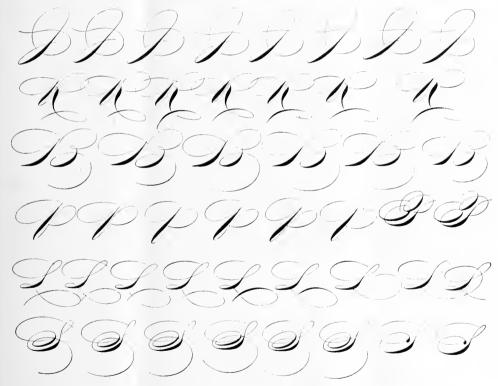


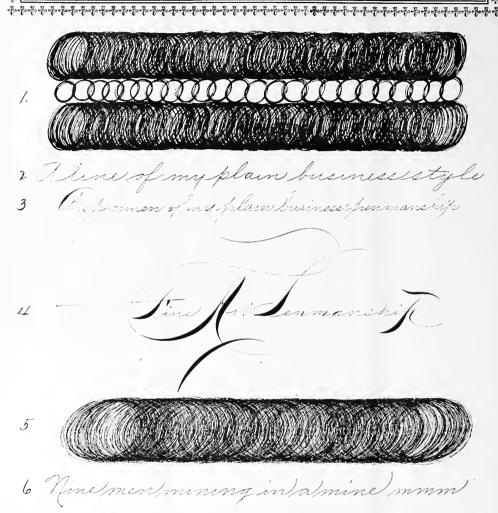
PLATE 5.

This is a continuation of the work of Plate 4 and finishes the capital alphabet. If all the work up to this point has been properly done you will not experience much difficulty in handling these letters.

NOTICE THE DATE ON YOUR WRAPPER

A NUMBER OF JOURNAL SUBSCRIPTIONS EXPIRE WITH THIS ISSUE. If yours is one of them the date on the wrapper will fully inform you. Have you not found THE JOURNAL genuinety helpful in your work? If so, would it not be wise to send os at once 75 cents for renewal or \$1.00 for subscription to the News Edition, and we will enroll you on our Professional List, which centains the names of a great majority of leading business educators? CHANGE OF ADDRESS—Subscribers wishing to have their magazines sent to a new address should notify a promptly, giving the old address and specifying the edition, whether News or Regular. Notices must be received one full mooth in advance, that all copies may be received. Do not bother the clubber or teacher who sent in your subscription, but write to this office direct.





Teachers and students are cordially invited to contribute to this page, which will be made a permanent feature hereafter. The specimens this mouth were contributed by the following:

1. C. C. Steed, pupil of J. N. Fulton, International Business College, Fort Wayne, Ind. 2. Johanna Jelinek, pupil of M. M. Van Ness, Coleman's National Business College, Newark, N. J. 3. Stella Dills, pupil of Mrs. Florida Hendrix, Galnesville, Tex., aged twelve years. 4. Dora C. Beighey, Millersburg, Ohio. 5. C. W. McLean, pupil of J. D. Rice, Normal, Chillicothe, Mo. 6. Pupil of W. E. Mansfield, Lebanon, Ohio.

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Oblique Penholders-One, 10c.



EDITOR'S SCRAP BOOK



A. HOLMAN, of Potter Hill, R. I., contributes to the Scrap Book this month some beautifully written signatures. The work is on the Madarasz' style.

From the pen of J. W. Washington, of the Boston Pen Art Company, South Boston, Mass., we have received some very gracefully executed flourishes and a set of ornamental capitals. The work is of a high grade.

Geo. H. Folk, of the World's Correspondence School, Junction City, Ohio, favors us with some cards written in the automatic style with colored inks. They are certainly neatly done and are very attractive.

We wish to acknowledge receipt of a packet of artistic card flourishes from the pen of C. E. Sorber, Noxen, Pa. This work stands in the front ranks, and we do not see how it can be improved upon. Mr. Sorber has also sent us a specimen of his work in Engravers' Script. This, too, is done in a masterful way.

J. D. Todd, of Salt Lake City, Utah, is still wielding a skilful ornamental quill, as is noted by some splendid ornamental signatures just received.

P. M. Bridges, of Dallas, Texas, sends us some very creditable card work.

From M. M. Van Ness, of the Hoboken, N. J., High School, comes a packet of cards and a set of ornamental capitals. Mr. Van Ness is to be congratulated on his skill in this line of pen work.

High grade business and ornamental specimens come to as from E. H. McGhee, Trenton, N. J.

E. O. Prather, of the Gem City Business College, Quincy, Ill., sends us a specimen of his flourishing, ornamental writing and lettering, which shows him to be a past master at the penman's art.

J. D. Valentine, of Pittsburg, Pa., contributes some high grade signatures and specimens of lettering.

Letters worthy of mention are received from J. L. Moser, New Castle, Pa.; E. O. Prather, Quincy, Ill., and J. W. Smith, Cumberland, Md.

From C. M. Miller, of Dayton, Pa., we have received some nicely written ornamental signatures.

Nicely written superscriptions continue to come in to the Journal office. Those received during the past month are from E. T. Overend, Pittsburg, Pa.; J. L. Moser, New Castle, Pa.; W. W. Bennett, Minneapolis, Minn.; J. S. Lilly, Mount Lookout, W. Va.; M. M. Van Ness, Hoboken, N. J.; S. C. Malone, Baltimore, Md.; L. Aaron, New York; M. B. Moore, Morgan, Ky.; C. W. Ransom, Kansas City, Mo.; T. P. Smith, Lynchburg, Va.; S. C. Bedinger, Sedalia, Mo.; A. H. Ross, Rensselaer, N. Y.; D. L. Hunt, Dallas, Texas; J. A. Wilson, Chicago, Ill.; H. B. Lehman, St. Louis, Mo.; J. W. Westervelt, London, Ont.; C. H. Pruner, Charlottetown, P. E. I., Canada; E. S. Lawyer, Los Angeles, Cal.; A. K. Feroe, Madison, Minn.; J. W. Washington, Boston, Mass.; J. O'Neill, Nasonville, R. I.; F. J. Lynch, New York; L. C.

McCann, Mahanoy City, Pa.; Frank Hook, Philadelphia, Pa.; Frank Morris, Valparaiso, Ind.; J. D. Todd, Salt Lake City, Utah; T. J. Atwood, Houston, Texas, P. H. Landers, Worcester, Mass.; R. S. Collins, Philadelphia, Pa.

E. J. Goddard, Bridgeport, Conn.; Albert Backus, Baker City, Ore.; J. E. Weiss, Salina, Kan.; L. Faretra, Boston, Mass.; C. T. Cragin, Holyoke, Mass.; J. M. Reaser, New Orleans, La.; C. T. Wise, Sedalia, Mo.; L. M. Kelchner, Des Moines, Ja.; A. D. Skeels, Detroit, Mich.; C. J. Gruenbaum, Lima, Ohio: H. McKay, Waco, Texas: C. A. French, Boston, Mass.; J. C. Shearer, Philadelphia, Pa.; S. B. Johnson, St. Paul, Minn.; A. M. Wonnell, Big Rapids, Mich.; H. C. Spencer, Winsted, Conn.; F. W. Martin, Boston, Mass.; J. W. Smith, Cumberland, Md.; S. P. Ronnei, Rake, Ia.; C. N. Falk, San Jose, Cal.; H. G. Reaser, Pittsburg, Pa.; H. N. Staley, Baltimore, Md.: J. H. Coulome, Terrebonne, Ouebec; P. M. Bridges, Dallas, Texas; F. R. Burden, Columbia, Mo.; C. E. Sorber, Noxen, Pa.; J. W. Farrell, Greenville, Texas; T. F. Meinhardt, New York; D. A. Reagh, Chicago, Ill.; T. M. Watson, Toronto, Ont.; W. A. Hoffman, Valparaiso, Ind.; J. D. Valentine, Pittsburg, Pa.; J. R. Newlin, Columbus, Ohio; E. O. Prather, Quincy, Ill.; M. M. Lain, Indianapolis, Ind.; Irwin P. Mensch, Parkersburg, W. Va.; John F. Siple, Philadelphia, Pa.

J. N. Fulton, Fort Wayne, Ind.; T. J. Risinger, Utica, N. Y.; H. N. Stronach, Spokane, Wash.; C. E. Doner, Beverly, Mass.; W. S. Morris, Pennsboro, W. Va.; A. E. Parsons, Keokuk, Ia.; J. A. Snyder, Chicago, Ill.; J. Lee Rice, Butte, Mont.; J. H. Bachtenkircher, Evansville, Ind.; W. I. Staley, Salem, Ore.; F. B. Courtney, Minneapolis, Minn.; I. W. Pierson, Chicago, Ill.; G. A. Holman, Potter Hill, R. I.



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PLATE I.

PLATE 2.





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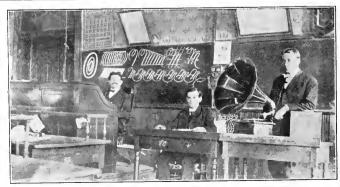
"Your notice of the expiration of my subscription received, and it is with pleasure that I enclose herewith \$1.00 for renewal. I have derived great benefit from my subscription during the past year. P. M. Lynch, Atlanta, Ga. "March 25, 1908."

"I wish to compliment you upon the result of your labors on The Journal. It is certainly ideal—one can ask for nothing more—but as perfect as it is, I know you are going to make it still better. The brain and energy which have enabled you to accomplish what you have, have grown and strengthened in the contest, and it is just in the good old law of nature that you are going to do better yet. I don't know how, but you do. A. D. Skells, Detroit, Mich.

"March 26, 1908."

P. Bennan)

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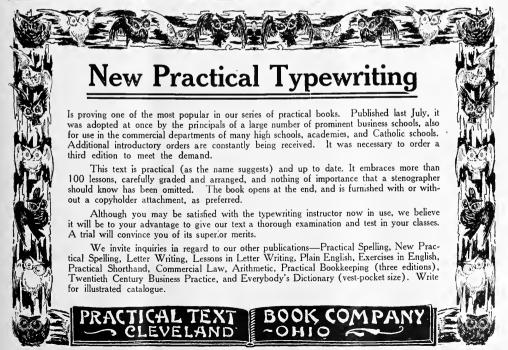
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Commence the H with an introductory stroke, and then make the capital stem as in P, B and R, only three spaces high. The second part of the H is a compound hair line which is commenced just above the dot on the capital stem, and is carried upward three spaces, forming a loop one-half space wide and finished with a shaded oblate left curve and hair line right curve.

Make the right side of the K with a compound shade carried downward two spaces, form the small loop and finish the same as the R. The open space at the top and bottom of the K should be about the same—one space.

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AND BE IT FURTHER

Resolved : That a copy of this resolution be entered upon the minutes of the Council by the new Borough Clerk, and that a properly attested copy thereof be transmitted to MR. HALL.

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ATTEST:

MAYOR.

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I the Third International Contest for Speed and Accuracy in Shorthand Writing, held at Philadelphia, April 18, 1908, under the auspices of the Eastern Commercial Teachers' Association, the supremacy of the Isaac Pitman Shorthand was

again fully demonstrated in the winning, for the second time, of the Eagan International Cup by Miss Nellie M. Wood, with a net speed of 253 words per minute, which constitutes the world's record.

Mr. Chas. Currier Beale (a Graham writer), the Chairman of the Speed Committee, when announcing the results, called especial attention to the remarkable accuracy of the transcription handed in by Mr. Godfrey (an Isaac Pitman writer), from the notes of his dictation at 180 words a minute in the Miner Medal test. Of the 900 words dictated, Mr. Godfrey's transcript had 895 absolutely correct. Of the five incorrect, three were rated as material and two as immaterial errors, thus making the transcript 99 4-5% correct. This is the highest percentage of accuracy at this speed on record.

As at the last International Speed Contest (Boston, 1907), there were no entries from the writers of the Light-line or other non-Pitmanic systems.

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International auspices of the Eastern Commercial Teachers' Association, Miss Rose L. Fritz broke all previous records by copying, for twenty-five minutes, at a net speed of 99 words per minute. In the "School Championship Contest" Miss Elise Scott, of Toronto, won the Gold Medal with a net speed of 52 words per minute. Both Miss Fritz and Miss Scott learned the subject from Charles E. Smith's "Practical Course in Touch Typewriting.

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VOL. 32

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No. 10





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The one thing of which The Journal is proudest is that nine-tenths of the school proprietors and teachers that take the trouble to put it in the hands of their students at the clubbing rate think enough of the paper to send in their own subscription year after year for the News Edition at one doilar.

THE VALUE OF BUSINESS TRAINING



HIS is said to be a commercial age, and America is said to be a commercial nation, and although the expressions are often used in contempt, there is more to be proud than ashamed of in the wonderful strides our country has made

along commercial lines within the last generation. The peoples that in other years have referred in scorn to the United States as a nation of tradesmen are now coming to hold those very tradesmen in wholesome respect, for one by one the markets of the world are falling into the grasp of American merchants. Such markets as are yet uncontested for have been left to others by default, for when they are sought they will unquestionably be won,

Such markets as have been won from Germany are special tributes to the natural capacity of the American mind for commercial pursuits, for while Germany has for many years had commercial trading schools of the highest character to fit young men for places in the business world, it is only recently that American institutions have risen to the dignity of genuine factors in the commercial life of the United States. Where the German youth has been trained for three years in all the various branches of commerce, entering the business world thoroughly fitted to grasp at once the great problems of world-trade, the American youth has been trained perhaps for twice a's many months in the rudiments of bookkeeping and shorthand.

Today, however, American educators are coming to a full understanding of the value of this sort of training, and some of the higher institutions of learning which a generation ago would have shuddered at the thought of introducing



J. W. BAKER.

The man behind the Southwestern Publishing Company, Knoxville, Tenn. Eleventh of a series of "Men Behind Great Business Enterprises Closely Associated with Commercial School Interests."

mere commercial courses into their curricula are now the most enthusiastic advocates of the new business education. In the larger cities the commercial high schools are among the strongest and most successful of their educational institutions, and their wonderful popularity and the uniform success of their graduates attest the value of the work they perform. Even Harvard, that grand, stalwart figure which has stood with a very few others at the forefront of classical education for many generations, has at last bowed to the inevitable and now offers to its pupils a strong course in commerce and finance. None of the courses save perhaps those given in trade schools rank in value with the departments of commercial training.

Many commercial school men have in the past hoped there might be a check in the movement which in the last ten years has added commercial departments to hundreds of high schools throughout the country, expressing the fear that the public school courses could grow only at the expense of the private institutions, and insisting that the day of the private business school would soon be over if the movement continued to grow. Such does not appear to be the case, for while some of the less efficient schools have been forced to close, the stronger ones have adapted themselves to the new conditions, strengthening their weak points and making the courses so efficient they could meet all competition on the basis of merit alone,

BUSINESS EDUCATION IN ITS INFANCY.

Business education in this country today is only in its infancy. If ten pupils are taking the courses in public and private schools where but one entered them a generation ago, there still remain an immense number-a vast majority-who ought to be reached but have not yet been. With the increasing complexity of the business system of the country there will arise a still greater necessity for at least a short course in some commercial school, and it is the private school which must be looked to for those concentrated courses which will

always be necessary to meet the demands of those who cannot take the necessarily more valuable but long and expensive

courses provided by the universities.

The private business schools have continuously more than justified their existence. They have been criticised for taking the most unpromising material and turning out men and women in the course of six months or at most a year with the business stamp upon them. Some of them have failed, but the critic who looks into the matter sincerely cannot fail to be astonished at the proportion of successful men who owe their start to the instruction received in a few weeks at a business school. Even utterly hopeless grammarians have been known to take shorthand courses and make their way in business offices in spite of their handicap.

THE STRENGTH OF THE BUSINESS SCHOOL,

The strength of the business school lies in its appeal to the predominating instinct in the minds of most young people—to get on in the world. To them the classical courses are theoretically valuable, but they want practical results and want them at once. These the private business schools offer. They open the door to opportunity. They give the ambitious youth a chance. They take the groping mind and direct it in one channel. They point the way, and the rest, in a country like this, is comparatively easy.

If any interest in the country can give a better account of good work done than these private commercial schools we should be glad to hear from it. A tree is known by its fruits, and so long as we can enter, as we frequently have, large offices in which every man from top to bottom is a former pupil of a commercial school, with the exception of the office boy just entering night school and poring over a shorthand book between telephone calls, we shall be inclined to believe that our business schools, faulty though they unquestionably are, unbusinesslike even though the methods of some of them may be, are occupying a place in our economic system as important as that of any other institution.

PROFESSIONAL TRAINING FOR THE TEACHER.

Conscientious teachers—and their number is increasing every year—find it very difficult to keep abreast of the times without special and continuous effort, for no profession requires greater alertness than does this one, and in response to a strong demand Summer schools have been added to many of the best institutions of the country in order that the teacher may spend a few pleasant weeks under expert instructors, meeting other men and women full of the same zeal for learning. As these special Summer schools are held at a season when other institutions are closed for vacation it is possible for the managers to secure the choicest talent and offer even more valuable courses than during the regular sessions, and some of these schools are advertised in this issue.

For those interested in higher education all the large universities, notably Harvard, Yale, Columbia, Chicago, etc., conduct Summer schools especially for teachers, and the commercial teacher could hardly spend his vacation more pleasantly—certainly not one-half so profitably—as in one of these Summer schools. It is not necessary that he pursue a course in business training—his own school room may provide him with all he requires of that—but he could profitably take up special work in pedagogy, economics, history, etc. Considering the advantages offered the tuition charges in these schools are uniformly low, and it is not difficult to account for the great and increasing popularity of these institutions.

THE SOCIAL SIDE OF OUR CONVENTIONS.

While the primary purpose of the occasional gatherings of commercial teachers, such as the Philadelphia convention, is profit and not pleasure, it is well worth the while to attend for the social features alone. It should be remembered that among those who write the most scholarly papers to be read before the association may be found men and women whose conversation and manners are as delightful as their addresses are instructive. Man is a gregarious animal and is generally at his best among a number of his congenial fellows. And it is because of the common interest in commercial education that the spirit of good fellowship at conventions is so marked. At these gatherings old friendships are cemented, new ones are made, and, aside from the store of information one carries home with him, there are the pleasant memories of the banquet table or the half-hour conversation on some mutually interesting topic which are remembered with satisfaction until dimmed by newer and more pleasant sensations. The teacher who has never tried the experiment should attend one and find out why others go year after year.

J. E. SOULE, HOST.

It was the misfortune of the Editor of The Journal not to be present at the delightful luncheon given by J. E. Soule, well known for his skill as an engrosser, at the Union League Club, to a few of his penman friends. Mr. Soule is an ideal host and his artistic temperament is displayed in manner and conversation in such a way as to make it a rare treat to enjoy a half hour in his company. He is one of the veterans in the engrossing field and one of the oldest members of Philadelphia's Union League Club. Although he is now nearing the three score and ten mark, he gives every evidence of being an active worker in the ranks of penmen for many years yet.

TYPEWRITING CONTESTS AT PHILADELPHIA.

No feature of the Philadelphia convention aroused more interest than the typewriting contests for the "JOURNAL Trophy" and three medals. The trophy is a cup valued at \$100, which must be defended yearly. Miss Rose L. Fritz, who won the cup last year, and whose wonderful speed on the typewriter aroused the special interest of the Prince of Wales while she was in London last Winter, was the only contestant for the cup and holds it for another year. Her speed from dictation, after making the prescribed deduction for errors, was 2,040 words in twenty-five minutes, and from copy 2,476 words in the same length of time. The percentage of error was almost negligible, as in the two trials she made only 21 and 23 mistakes.

The members of the committee in charge of the type-writing contests were: J. E. Fuller, chairman, Wilmington, Del; W. H. Vernon, Brooklyn, N. Y., and Carl L. Altmaier, Philadelphia. The Students' Championship Contest, carrying gold, silver and bronze medals, was open only to pupils who entered upon the study of typewriting not later than January I, 1907. In this contest the gold medal went to Miss Elise Scott, the silver medal to Miss Minnie A. Muegge and the bronze medal to Miss Florence P. Standcombe, to be permaently retained. It is worthy of note that there were no male entries for the prizes.

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Wishing you success as you continue your efforts to secure a good handwriting, I am, Yours very truly,

S. E. LESLIE.

in others are readily disco a manners adorn youth and old age! of all passions, moch befriends us here! ment should always be based on justice. ness and es will

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Blair Business College, Spokane, Wash.; Fred Berkman,

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structor.
Ferris Institute, Big Rapids, Mich.; A. M. Wonnell, in-

structor.

National Business College, Concord, N. H.; C. C. Craft, incurrence

instructor.

Los Angeles (Cal.) Business College; E. A. Bock, in-

structor.

Pottsville (Pa.) Commercial School; T. C. Knowles, in-

structor.

Cream City Business College, Milwaukee, Wis.; H. E.

Welbourne, instructor.
Lain School, Indianapolis, Ind.; M. M. Lain, instructor.
Technical High School, Scranton, Pa.; Mary McLane,

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Drake Business College, Newark, N. J.; J. H. Park, in-

structor.

Alberta College, Edmonton, Alta., Can.; D. Elston, in-

Structor.

Caton College, Minneapolis, Minn.: F. B. Courtney, in-

structor.

V. M. Sanchez, Knoxville, Tenn.; Urban S. Bear, Kutztown, Pa.

Houston, Mo., Business College, A. Willoughby, instructor.

Los Angeles, Cal., Business College, E. A. Bock, instructor.

Lutheran Normal School, Madison, Minn., A. K. Feroe, instructor.

Hill's Business College, Sedalia, Mo., S. C. Bedinger, instructor.

Orange Union High School, Orange, Cal., Alfred Higgins, instructor.

International Business College, Ft. Wayne, Ind., J. N. Fulton, instructor.

Drake Business College, Newark, N. J., J. H. Park, instructor.

Iowa Wesleyan University, Mt. Pleasant, Iowa, H. E. Jaques, instructor.

Canada Business College, Hamilton, Ont., Claude Ferguson, instructor.

Drake Business College, Passaic, N. J., L. M. Arbaugh, instructor.

Springfield, Mass., Business School, W. H. M'Carthy, in structor.

Moscow, Ida., Business College, Ernest Draper, instructor.

Gowling Business College, Ottawa, Ont., J. D. McFadyen, instructor.

Rutland, Vt., Business College, L. J. Egelston, instructor. Chicago, Ill., Business College, R. W. Ballentine, instructor.

Dayton, Pa., Normal Institute, C. M. Miller, instructor.

Public Schools, Evansville, Ind., J. H. Bachtenkircher, instructor.

Luther Academy, Wahoo, Neb., S. M. Partridge, instructor.

Jamestown, N. Y., Business College, O. O. Gates, instructor.

Public Schools, Poughkeepsie, N. Y., G. H. Van Veghten, instructor.

Connecticut Business College, Middletown, Conn., J. F. Nixon, instructor.

Schenectady, N. Y., Business School, J. M. Connors, instructor.
Pottsville, Pa., Commercial School, T. C. Knowles, in-

Pottsville, Pa., Commercial School, T. C. Knowles, in structor.

* Alberta College, Edmonton, Alta., Can., D. Elston, instructor.

Pupils of G. W. Diehl, St. Louis, Mo.

H. Lalande, Montreal, Can.

A. Morales, Toronto, Ont.

F. C. Ponkoski, Berea, Ohio.

Miss J. Ashley, Jersev City, N. J.



Aspecimen of my plain penmanship

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THE STUDENT'S OWN PAGE

Honor and fame from no condition use. Act well your part, there all the honor his

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"Genophon find historical eventi

Ospecimen of my business writing.

13 Sangaining in my writing

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"Good writing is the result of careful practice.

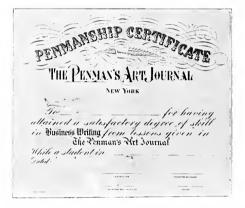
The specimens this month were contributed by the following: I. Mona Berry, pupil of L. E. Heyenga, Litchfield, Ill., Business College, 2. Anna Jonasson, pupil of H. C. Joy, Douglas Business College, Uniontown, Pa. 3. Lillian C. Seno, pupil of O. J. Morgenson, Trainer's Business School, Perth Amboy, N. J. 4. Hilda W. Luther, pupil of E. T. Overend, Pittsburg, Pa., Academy, Anna Neuman, pupil of N. J. Akikin, Miner's Business Academy, Brooklyn, N. Y. 6. Cora Larson, student of P. B. Courtney, Caton's Business College, Minneapolis, Minn. 7. May Peebles, pupil of Claude Ferguson, Canada Business College, Ottawa, Ont. S. N. O. Sullivan. 9. Gertrude Egert, both pupils of J. H. Park, Drake Business College, Newark, N. J. 10. Laura D. Medelesser, 11. Ma Li Li, both pupils of H. E. Jaques, Iowa Wesleyan University, Mt. Pleasant, Iowa. 12. Richard Fuchs, pupil of E. A. Young, Euclid School, Brooklyn, N. Y. 13, W. H. Koller, Glen Rock, Pa. I. E. Stella Loney, pupil of J. N. Fuiton, International Business College, Ft. Wayne, Ind. 15, J. A. McKlernan, pupil of T. C. Kuowles, Pottsville, Pa., Commercial School.

THE JOURNAL'S PENMANSHIP CERTIFICATE



HOSE desiring to possess The Journal's certificate should prepare and send in at once the final speciments of their handwriting. After several months of conscientious work, discouraging at times perhaps the public powering his

aging at times, perhaps, the pupil is now in his best possible form and should be able to put into his writing a dash and vigor which will make it a credit to himself and to his teacher as well. Nothing will serve to remind him more pleasantly of his efforts, at last crowned with success, than one of the handsome certificates offered to those whose work merits it for a sum barely sufficient to cover the cost of filling them out. As we have repeatedly said, the value is not the fifty cents paid for it, but whatever the pupil himself has made it by his efforts. Thousands of young people have already availed themselves of the opportunity to obtain the award, but there are thousands more who ought to secure it that they may ever have before themselves this tangible evidence of their efforts and progress.



THE ABOVE IS A REDUCED FAC-SIMILE OF THE PENMANSHIP
CERTIFICATE AWARDED BY THE PENMAN'S ART JOURNAL.

The following have received The Journal's Certificate since our last issue:

Eastman College, Poughkeepsie, N. Y., S. E. Leslie, instructor: Herbert Arkey, Wallace K. Ruger, Blaine C. Mertz, John W. Hathorn, J. P. Sullivan, F. S. Mullen, L. Quintero, Victor H. Elder, Paul S. Bomberger, M. McInnis, Joseph L. Johnston, E. C. Pierce, Paul L. Joyner, S. Fernandez, Sanford Miles, B. Cruz, E. Tuero, Ferd D. Wood, W. K. Vogan, Gemaro A. Diaz, Lionel R. Herrick, Osmer N. Gorton, H. R. Barron.

Luther Academy, Wahoo, Neb., J. M. Ohslund, instructor: Victor Swanson, Emanuel Johnson, Walter Carlson, Ernest Olson, Malcolm Anderson, Carl Hoogner, Reuben Peterson, Fred Thompson, Fred Webster, Arthur E. Olson, Walter Peterson, Elenora Anderson, Jessie Sturdevant, Neis A. Nelson, Ida Risk, Hilda Isaacson, Emil Buck.

Moscow, Idaho, Business College, E. O. Draper, instructor: John G. Meyer, Minnie Harris, Julia Charlson, Eva Gallagher, Scott Ross, Thomas Philip Dowdy, Eunice Long

American Business College, Minneapolis, Minn., J. J. Hagen, instructor: Albert C. Hedstrom, O. M. Oleson, J Elving, Emaline Buehring, Beda Wahlstrand, Albert F. Edfast, Willie Carlson, Annie Anonby, Alida Loveless, Esther M. Lundberg.

Gowling Business College, Ottawa, Ont., J. D. McFadyen, instructor: Mary Lackey, Hazel H. MacLatchie, Florence C. Pumple, Ferdinand Seguin, Violet MacDonald, Ida Cochrane, Denis Charlebois.

Latter-Day Saints' Academy, Thatcher, Ariz., J. W. Welsh, instructor: Katie Blazzard, J. F. Skinner, Anna Nations, Nellie Nash, Edna Lee, Vina Kemp, Lodemia E. Swanger, Ivin Gardner, Josie Williams.

Lain Private Business College, Indianapolis, Ind., M. M. Lain, instructor: Leonard C. Paetz, John C. Heidenreich, Helen O'Connell, Anna Donahue, M. M. Lain.

High School, Poughkeepsie, N. Y., G. H. Van Veghten, instructor: Florence Marshall, Colon Baker, Kathleen Mosley.

Canada Business Colllege, Hamilton, Ont., Claude Ferguson, instructor: Marcelline K. Burns, Alice May Peebles, Bertha J. Best.

Houston, Mo., Business College, A. Willoughby, instructor: Alex Britzman, C. W. Denney, Leland King.

Chicago, Ill., Business College, R. W. Ballentine, instructor: Harry Schmidt, Charles Sablotni, Edw. Simzyk.

Hill's Business College, Sedalia, Mo., S. C. Bedinger, instructor: Ernest C. Stevens, Martha Muntzell.

Miner's Business Academy, Brooklyn, N. Y., N. J. Aikin, instructor: F. L. Schmidt, Oswald G. Nippe, Mary T. Mc-Gowan, Charles A. Wagner, Lucy L. Weber.

Luther Academy, Wahoo, Neb., S. M. Partridge, instructor: Hilda Samuelson, Alice Thompson, John Billdt, Arthur Peterson, Lillie Lind, Lillie Larson.

Salt City High School, Salt Lake City, Utah, J. D. Todd, instructor: Lillian Nordquist.

Western Business College, Moose Jaw, Sask., H. L. Arnold, instructor: Naka Nakane.

Orchard City Business College, Flora, Ill., T. B. Greenlaw, instructor: Wilson Knowles.

Magnolia City Business College, Houston, Tex., T. J. Atwood, instructor: Lillie Horn.

Los Angeles, Cal., Business College, E. A. Bock, instructor: G. Bromley Oxnam.

Ferris Institute, Big Rapids, Mich., A. M. Wonnell, in-

structor: Fred J. Beyer.
Springfield, Mass., Business School, W. H. M'Carthy,

instructor: A. A. Facio.
Dayton, Pa., Normal Institute, C. M. Miller, instructor:

H. A. Silvis.

Public Schools, Evansville, Ind., J. H. Bachtenkircher, in-

structor: Sallie L. Wyatt.
Sioux Falls, S. D., Business College, G. W. Napier, in-

structor: Ivar Skyberg. Schenectady, N. Y., Business School, J. M. Connors, instructor: Kathleen T. Kennedy.

Nicholas M. Sanchez.

Bleeker A. Smith, Albany, N. Y.

Reuben W. Jacobi, Quincy, Ill.

Louis J. Heiman, Ft. Madison, Iowa.

PLEASE do not forget to renew your subscription promptly when you see by your address label that your year has expired.

FEDERATION REPORT

The report of the National Commercial Teachers' Federation, which will be ready for distribution in a short time, shows a net enrollment of 484, as against 464 for last year, an increase of 20, divided as follows:

| Managers | 180 |
|-----------------|-----|
| Shorthand | 122 |
| Penmen | 122 |
| Business | 105 |
| High School | |
| - | |
| | 575 |
| Less duplicates | 91 |
| - | |
| Net total | 484 |

The membership is distributed among thirty-seven different States and the District of Columbia, Canada and Mexico and the enrollment by States is given below:

| Arizona | I | New Jersey 9 |
|---------------|----|------------------------|
| Arkansas | 3 | New York 17 |
| California | 5 | North Carolina I |
| Colorado | 8 | North Dakota 2 |
| Connecticut | 6 | Ohio 51 |
| Georgia | I | Oklahoma I |
| Illinois | 41 | Oregon 4 |
| Indiana | 13 | Pennsylvania112 |
| Iowa | II | Rhode Island 5 |
| Kansas | 4 | South Carolina I |
| Kentucky | 14 | Tennessee 5 |
| Louisiana | 3 | Texas 3 |
| Maine | 2 | Utah 2 |
| Maryland | 8 | Virginia 11 |
| Massachusetts | 17 | Washington 5 |
| Michigan | 23 | West Virginia 10 |
| Minnesota | 5 | Wisconsin 17 |
| Missouri | 16 | Canada 2 |
| Nebraska | 5 | Mexico 1 |
| New Hampshire | ī | District of Columbia 2 |
| | | |

Of the cities, Pittsburg leads with 43 members, and Chicago follows with 25. New York has 21. Although the new roll contains more names than the old it has been found that 202 names on last year's roll are not on the new one, indicating that this number of teachers dropped out within a year. In regard to this the President of the Federation, A. F. Harvey, of Waterloo, Iowa, says:

"The question naturally arises, Why have these 202 people dropped out of the association? Could not many of them have been retained, if proper effort had been put forth? The committee who revised the constitution and the members of the Advisory Council had in mind this one thought especially of retaining the members when once they joined. For this reason annual dues were reduced to \$1.50 and the membership fee retained at \$2.00 during 1907. The reduction of the annual dues was solely for the purpose of inducing members to keep their names on the roll and the membership fee was held at \$2.00 during 1907 for the hope of enlisting many new members. I believe, had the constitution been put into effect and the annual dues reduced to \$1.50 instead of \$2.00, many of these 202 members would have retained their membership in the association.

"So far as adding new members to the roll is concerned, I think the association has done well. Had we at the same time retained a large proportion of these 202 old members we should now have a membership of 600 or 700 instead of 483. These figures ought to sound a word of warning to the new administration. But I have said enough. We will see what Indianapolis will bring forth. There ought to be a good

attendance and the membership ought to be largely increased, as this meeting is again held in the same territory where it has been the last two years. The location is good and we ought to have the best meeting and the best enrollment in the history of the association."

FRESH BUSINESS LITERATURE

The eleventh annual catalogue of the Steubenville Business College is convincing and does credit to Mr. Thompson, principal and business manager of the school, which is one of the most progressive institutions in Ohio. Special emphasis is laid on the value of stenography to young women.

That feeling of pleasure and pride mentioned in the preface of the catalogue of the Drake Business College of Newark, N. J., is entirely justified by the facts, and Edward G. Brandt, the principal, is to be complimented, not only on the style of the catalogue, but on the success of the school as well.

A neat prospectus from the Alton, Ill., Business College cannot fail to interest the prospective pupil and result in making more friends for the school.

Baker City, Ore., has an enterprising school in the Baker City Business College, judging from the novel and attractive folder, with photographic reproductions of the most notable buildings of the town, which it has recently issued.

E. E. Admire, second vice-president of the Cleveland Chamber of Industry, has sent us a copy of its interesting

The souvenir programme of the Eastern Commercial Teachers' Association, Philadelphia, 1908, is of such interest that those fortunate enough to receive it will give it a place in their libraries. Aside from the programme it contains much interesting and valuable information about the Quaker City, with photographic reproductions of public and private buildings and historic spots. The advertisers are well represented in the back pages and altogether much credit is reflected on those who had charge of the work of getting it out.

College journals have come to hand from the following: Spencerian, Spencerian Commercial School, Louisville, Ky.; The News Letter, Barnes Commercial School, Denver, Col.; Progress, Parsons, Kan., Business College; The Business World, Detroit, Mich., Business University; Facts and Figures, Kingston, N. C., Practical Business College; The Beacon, Central Business College, Indianapolis, Ind.: Metropolitan Messenger, Metropolitan Business College, Cleveland, Ohio: Concerning a Business Education, Ohio Business College, Cleveland, Ohio: The Budget, Sadler-Rowe Co., Baltimore, Md.: Armstrong Business College Journal, San Luis Obispo, Cal.

Other advertising literature has reached us from Blair Business College, Spokane, Wash; R. L. Harman, Akron, Ohio; Forest City Business College, London, Ont.; Greer Business College, Braddock, Pa.; Phonographic Institute, Cincinnati, Ohio; Home Study School, Bradford, Pa.; Macon and Andrews College, Memphis, Tenn.; A. H. Steadman, Cincinnati, Ohio; Blufton, Ind., Business College; S. E. Leslie, Poughkeepsie, N. Y.; Palmer Method School of Penmanship, Cedar Rapids, Iowa; Williamsport, Pa., Commercial College; L. M. Thornburgh, Co-operative Tropical Fruit Association, Paterson, N. J.

R. W. Ballentine, who has had charge of the penmanship work at the Chicago, Ill., Business College for several years, and J. Mills Leslie, Jr., who has had charge of the shorthand department of this same school, have purchased the Vance Business College, West Chester, Pa., and will begin their work on June 1. We predict an unqualified success for this splendid team.



EDITOR'S SCRAP BOOK



HE JOURNAL is in receipt of a splendidly executed letter in the Engravers' Script style from the pen of H. D. Goshert, St. Louis, Mo. Mr. Goshert's work certainly stands in the front ranks, and he is to be congratulated.

S. Matsuda, a student of F. T. McEvoy, of Bethany (W. Va.) College, favors us with a very daintily gotten up specimen of his pen work. Mr. Matsuda is a Japanese boy, and has been in the United States less than a year. He has studied his penmanship from the pages of The Journal, and is now the possessor of a good business hand, and is also able to execute Old English lettering with considerable skill.

Howard E. Miles, nephew of W. E. Dennis, Brooklyn, N. Y., writes a most excellent ornamental hand, as is evidenced by several specimens received.

A packet of specimens from the pen of J. G. Christ, Lock Haven, Pa., are fully up to his old high standard.

Specimens of business writing from Don E. Wiseman, Trenton, N. J., demonstrate that the producer possesses a high degree of skill.

We are indebted to J. W. Washington, of the Boston Pen Art Co., South Boston, Mass., for several specimens of his ornamental penmanship. The work is still up to his usual high grade.

G. S. Herrick, of Marion, Ind., writes us an especially artistic letter in the ordinary course of correspondence. It is a delight to the eye.

From B. F. Rich, Jamestown, N. Y., and E. H. McGhee, Trenton, N. J., we have received some well written cards.

Geo. Van Buskirk, Newark, N. J., sends us several specimens of his script writing that show him to be very skillful along this line of pen work.

C. J. Gruenbaum, of Lima, Ohio, takes the time to write several cards in the ornamental style that show him to be a master of the art.

Superscriptions worthy of mention have reached our office from the following: E. S. Lawyer, Los Angeles, Cal.: Geo. Van Buskirk, Newark, N. J.; S. E. Leslie, Poughkeensie. N. Y.; W. H. Graham, Pittsburg, Pa.; W. A. Hoffman, Valparaiso, Ind.; L. M. Holmes, Pittsburg, Pa.; D. W. Hoff, Lawrence, Mass.; C. T. Smith, Kansas City, Mo.; J. D. Mc-Fadyen, Ottawa, Ont.; Charlton V. Howe, Philadelphia, Pa.; C. E. Baldwin, Columbia, Mo.; L. C. McCann, Mahanoy City, Pa.; H. B. Lehman, St. Louis, Mo.; C. J. Gruenbaum, Lima, Ohio; H. C. Spencer, Winsted, Conn.; Howard Keeler, Brooklyn, N. Y.; Claude Ferguson, Hamilton, Ont.; J. G. Christ, Lock Haven, Pa.; C. A. French, Boston, Mass.; J. W. Washington, So. Boston, Mass.; W. F. Giesseman, Everett, Wash.; S. E. Bartow, Albany, N. Y.; W. W. Bennett, Minneapolis, Minn.; J. H. Bachtenkircher, Evansville, Ind.; J. D. Rice, Chillicothe, Mo.: W. J. Elliott, Toronto, Ont.; A. C. Sloan, Toledo, Ohio; Chas. Schovanek, Cleveland, Ohio; H. E. Miles, Brooklyn, N. Y.; E. A. Lupfer, Columbus, Ohio.

C. W. Benton, New Bedford, Mass.; E. J. Abernethy, Forest City, N. C.; H. D. Goshert, St. Louis, Mo.; C. W. Ransom, Kansas City, Mo.; J. E. Weiss, Salina, Kan.; J. D. Todd, Salt Lake City, Utah; O. L. Rogers, Chicago, Ill.; F. T. Weaver, E. Liverpool, Ohio; C. G. Price, New York; S. C. Malone, Baltimore, Md.; A. M. Wonnell, Big Rapids, Mich.; O. J. Penrose, Elgin, Ill.; E. H. McGhee, Trenton, N. J.; J. E. Garner, Harrishurg, Pa.; R. W. Ballentine, Chicago, Ill.; A. W. Cooper, Camden, N. J.; Hugh McKay, Waco, Texas; E. Warner, St. Catharines, Ont.; Sr. Mary Germaine, Monroe, Mich.; W. A. Ripley, Huntington, W. Va.; H. W. Patten, Philadelphia, Pa.



Superscriptions by H. B. Lehman, St. Louis, Mo.



RECENT JOURNAL VISITORS

Frank McLees, Rutherford, N. J.

J. E. King, American Book Co., New York.

J. H. Park, Drake College, Newark, N. J.

C. O. Ellsworth, Ellsworth Co., New York,

I. S. Preston, Stapleton, S. I.

Jim Oxford, Instituto Inglis, Santiago, Chile,

C. P. Gehman, Court Reporter, Denver, Colo.

A. Hartkorn, American Collegiate Institute, Far Rockaway, N. Y.

F. A. Curtis, Hartford, Conn.

Bannell Sawyer, Montreal, Can.

R. M. Browning, Certifield Public Accountant, Baltimore, Md.

W. L. Cockran, Wood's Fifth Ave. School, New York.

C. L. Ricketts, Engrossing Artist, Chicago, 111.

I. B. Lewis, Brooklyn, N. Y.

C. G. Price, Packard School, New York.

A. R. Lewis, New York City.

H. C. Spencer, Winsted, Conn.

A. F. Rice, Butte Business College, Butte, Mont.

Harry D. Cone, Cedar Rapids, Iowa.

F. W. Gates, Cedar Rapids, Iowa.

Dr. Julius A. Ward, New York City.

MOVEMENTS OF THE TEACHERS

Frank Morris, who has been assisting W. A. Hoffman in his work at the Valparaiso, Ind., University, has been secured for the coming year by the Metropolitan Business College, Chicago, at a good salary.

M. J. Van Wagenen, of Ohioville, N. Y., goes to the Rutgers College Preparatory School

A. J. Meredith, of Atlantic City, N. J., is now with the Salem, Mass., Normal School, where he will make a specialty training commercial teachers.

M. A. Dicks, a recent teacher in the Southern Normal College, Abbeville, Ga., now has charge of the commercial department of Columbia College, Lake City, Fla.

A recent addition to the New York City High School is C. R. Osgood, of Passaic, N. J., High School. Mr. Osgood has followed the example set before him by his two predecessors.

F. E. Barbour, formerly of Merrill College, Stamford, Conn., is now principal of the commercial department of the Greenwich, Conn., High School.

M. P. Ropp, for several years a commercial instructor in the Heffley School, Brooklyn, N. Y., begins work next Fall at Heald's Business College, San Francisco, Cal.

Miss Julia Bender, teacher of eclectic shorthand and penmanship in Butcher's Business College, Beaver Falls, Pa., will have charge of the penmanship in the public schools of Greensburg, Ind., next year.

enough of The Journal to enroll their own names on the Professional List, at \$1 a year.

E. O. Prather, for several years commercial teacher in the Gem City Business College, Quincy, Ill., becomes head of the commercial work in the State School of Science, Walneton, N. D.

E. A. Marshall, commercial instructor in Bugbee Commercial College, Stanstead, Quebec, will take charge of the commercial department of the Haverhill, Mass., Commercial College, next year.

A new acquisition to the commercial department of the Central Institute, Cleveland, Ohio, next year will be E. C. Hann, at the present time with the Oberlin, Ohio, Business College.

On account of ill health Miss Blauche Simpson has resigned her position as head of the commercial department of the East Chicago, Ind., High School.

A new commercial teacher at the Cream City Business College, Milwaukee, Wis., is J. B. Christiansen, of Abilene, Kan.

Miss Mattie Hogsett, for several years senior shorthand teacher in Vories Business College, Indianapolis, Ind., goes to Wood's Commercial School, Washington, D. C., where she succeeds W. H. Coppedge, who next year will be at the head of the shorthand department of the Mankato, Minn., Business College.

M. W. Branch, of Wayland, N. Y., a recent graduate of the Rochester, N. Y., Business Institute, left on May 13 to take charge of the normal work in commercial branches in the Reid College, Lucknow, India.

S. G. Edgar, who for some time has been in Columbus, Ohio, with the Columbus Business College and with Zaner & Bloser, now has charge of the commercial work in the MacCormae Schools, Chicago, Ill.

Eric L. Jones, who has been junior commercial master in the St. Catharines (Ont.) Business College, E. Warner, principal, for the past Winter term, has accepted a good position in Toronto.

NEW SCHOOLS AND CHANGES

George Spotton, of Wingham, Ont., has purchased the Peterborough Business College, Peterborough, Ont., presided over until recently by William Pringle, who, after a brief illness of pleuro-pneumonia, passed from this life. Mr. Spotton's chain of schools in Ontario now contains the following links: Wingham, Clinton, Walkerton, Orangeville, Goderich and Peterborough.

Boyd's Syllabic Shorthand School has opened for business at I Elm street, Toronto, Ont.

TO PROGRESSIVE COMMERCIAL TEACHERS OF THE UNITED STATES

All indications in regard to the convention to be held at Davenport, Iowa, June 17-20, point to one of the largest and most successful meetings ever held by the Central Commercial Teachers' Association. The programme, as planned by the Executive Committee, is broad and the leaders are educators of national reputation. Among others, A. F. Sheldon, of the Sheldon School of Chicago, will deliver an address upon the subject, "Psychology Applied to Business." This paper will be discussed by leaders in our association.

There will be a "school championship contest" for the One Hundred Dollar Brown Prize Cup, Friday afternoon, June 19. This contest is open to all students who began the study of typewriting after April I, 1907, providing their instructors or the proprietors of the school attended, belong to the C. C. T. A. Anyone wishing a copy of the rules may receive the same upon application to R. H. Peck, chairman of the Executive Committee, Davenport, Iowa. There will also be demonstrations on the typewriter by Miss Rose L. Fritz, Mr. Blaisdell and Mr. Trefzger.

A ride on the largest pleasure boat on the Mississippi has been planned for Thursday evening. Supper will be served on the boat. A trip through the Government Island has also been planned as one of the features of the convention. You cannot afford to miss these. Yours truly,

G. E. King, President C. C. T. A.

PROGRAMME CENTRAL COMMERCIAL TEACHERS' ASSOCIATION, DAVENPORT, IOWA

June 17, 18, 19, 20, 1908.

FIRST SESSION WEDNESDAY EVENING, JUNE 17, 1908, 8 P. M. HOTEL DAVENPORT, CORNER FOURTH AND MAIN STREETS.

The committee in charge is planning an informal reception and programme. We have the use of the parlors of the Hotel Davenport, also the auditorium. Opportunity will here be given for the detail of registration of members. This will be a very enjoyable evening, because of its informality and general good time as planned by the committee in charge.

The remaining sessions will be held in the rooms of Brown's Business College, Davenport, Iowa, except as herein provided for.

It is hoped that a large number will be in attendance at this first session.

The matter of railroad rates is a simple matter, as under the present law we are all assured of a rate which in past years would be considered one and one-third fare for the round trip.

Special rates have been secured at the Hotel Davenport, which will be the general headquarters of the convention. Rooms may be reserved by addressing this hotel. Yours very respectfully, R. H. Peck, Secretary.

THURSDAY MORNING, JUNE 18, 1908.

The sessions for all day on Thursday will be held in the rooms of Brown's Business College, corner of Second and Brady streets, within three blocks of the hotel headquarters. 8:30 A. M.

President's Address—G. E. King, Cedar Rapids, Iowa, President C. C. T. A.

APPOINTMENT OF THE COMMITTEES BY THE PRESIDENT.

THE PREPARATION AND TRAINING OF THE MODERN COMMERCIAL TEACHER—H. C. Cummins, State Normal, Cedar Falls, Iowa.

"THE STUDY OF WORDS"—Carl C. Marshall, Cedar Rapids,

WHAT SHOULD A BUSINESS COLLEGE TEACH ALONG THE LINES OF MODERN OFFICE APPLIANCES?—This subject will be handled by individuals who are familiar with office devices, such as the mimeograph, phonograph, multigraph, billing typewriters, Elliot-Fischer billing machine, adding machines and other calculating machines; also vertical filing systems, card indexes and other things which are of interest.

THURSDAY AFTERNOON, JUNE 18, 1908, 1:30 P. M.

Note—The afternoon of Thursday will be devoted to sectional meetings.

BOOKKEEPING SECTION.

SHOULD A BEGINNER HAVE THE THEORY BEFORE ATTEMPTING ACTUAL BUSINESS PRACTICE?—B. J. Heflin, Clinton, Iowa. Our Text Books and Sets: Are They Too Easy?—D. L. Lacy, St. Louis, Mo.

RELATIVE IMPORTANCE OF COMMERCIAL SUBJECTS AND THE THAT SHOULD BE ALLOTTED TO EACH—Speaker will be selected.

Training in Bookkeeping for a Student Who Is to Have Shorthand—Speaker will be selected.

Ouestion Box.

ELECTION OF OFFICERS.

SHORTHAND SECTION.

METHODS FOR CONDUCTING LARGE SHORTHAND CLASSES—Miss L. L. Ely, Sterling, Ill.

Time and Labor Saving Suggestions for the Busy Shorthand Teacher—Speaker will be selected.

BUSINESS PRACTICE FOR STENOGRAPHERS—Speaker will be selected.

HANDLING A DEPARTMENT OF SHORTHAND AND TYPEWRITING WITHOUT ASSISTANCE—Speaker will be selected.

DETAILED INSTRUCTION FOR THE BEGINNING STUDENT IN TYPE-

writing—Speaker to be selected.

QUESTION BOX.

Election of Officers.

A special informal social session is planned for the evening, with good music, etc. A good time is assured.

FRIDAY MORNING, JUNE 19, 1908, 8:30 A. M.

THE TEACHER: HIS QUALIFICATIONS—PHYSICAL, MENTAL, MORAL—A. F. Harvey, Waterloo, Iowa.

A Training That Makes Business Men Out of Bookkeepers—G. C. Claybaugh, Chicago, III.

English From the Letter-Writing Basis—Josephine Turck Baker, Evanston, Ill.

ARITHMETIC TAUGHT BY THE RAPID CALCULATION METHOD— Speaker to be selected.

FRIDAY AFTERNOON, JUNE 19, 1908, I P. M.

PRELIMINARY TYPEWRITING CONTEST.

(THE FUN BEGINS.)

At 2:30 the large excursion steamer (the W. W. and barge) will be at the foot of Brady street ready to carry us up the Mississippi River, through the government locks, around the government island, into the Moline harbor and on north through the rapids. Returning, we pass the cities of Davenport, Iowa, and Rock Island, Ill., and on down the river, viewing the Father of Waters at its most beautiful season. If the elements are with us, as we all hope they will be, this will be a trip that we will all remember as long as we live. Don't miss this boat ride. We plan to return to the Davenport dock at 6 P. M., when street cars will be in waiting to convey us to the Davenport Outing Club on the north side of the city, where an informal dinner will be served on the beautiful lawn. At 8 o'clock in the evening, in

the large dancing pavilion of the club, an excellent programme is arranged as follows:

Music-(To be selected.)

Lecture. "Psychology Applied to Business"—A. F. Sheldon, Chicago, Ill.

Vocal Solo-Mrs. Helen Brown Read, Jacksonville, Ill.

Throughout the entire evening special entertainment features, such as games, dancing, etc., have been arranged.

SATURDAY MORNING, JUNE 20, 1908, 9 A. M.

Decision of the Judges and Awarding of the Cup.

Final Typewriting Contest by the Five Winners in the Preliminary Contests.

Public Demonstrations on the Typewriter by Experts-Rose L. Fritz and others,

ELECTION OF OFFICERS.

SELECTION OF NEXT PLACE OF MEETING.

ADJOURNMENT.

SATURDAY AFTERNOON, 1:30.

A trip on foot over Rock Island. This is an island in the Mississippi River between the cities of Davenport, Iowa, and Rock Island, Ill., on which the government has spent thousands of dollars in beautifying. The United States Government has an arsenal upon this island, employing thousands of men. Several millions of dollars of government money are here invested, requiring thousands more each year to maintain it. Competent guides will take us through one of the most interesting afternoons of sightseeing that can easily be imagined.

Douglas Business College is a new school for Toronto, Ont. Mr. Douglas, the principal, teaches French in addition to the usual business college subjects.

COMMERCIAL CONFERENCE OF MICHIGAN SCHOOL-MASTERS' CLUB

One of the most enthusiastic meetings in the history of the organization of the Michigan commercial teachers was held in Ann Arbor, April 3-4. This association is now affiliated with the Schoolmasters' Club, which meets annually in Ann Arbor.

The address of the President, Mr. Ferris, was full of suggestion regarding those lines in which the teacher should endeavor to mould those who are to be the masters in the business world of the future. We have an opportunity to be helpful in pointing the way to higher standards of usefulness that we cannot afford to neglect. There are other things besides typewriting, debit and credit. Of great importance are neatness, cleanliness, health and the courtesies of life, which we too often neglect.

Mr. Warner, of Saginaw, presented a paper on the subject, "Context or Contact? Some Experiments in Commercial Education." In this he explained his method of conducting a class in economics. He clearly showed that betrayal of trust is the essence of the wrongs of to-day. We can do much to correct this by teaching directly the responsibilities of business life, and the necessity of establishing a high sense of personal honor.

Along the same line was the address of G. P. Color, of the University of Michigan, on "Christian Ideals in Commercial Life." This was a continuation of the plea for moral training heard in other addresses. Christ stands as the highest type of moral culture. Because of the complexities of modern business life and the mutual dependence of men this moral culture is more essential to-day, perhaps, than ever before. Five-minute talks were given on the following subjects:

Business Arithmetic-W. W. Warner.

The Handling and Correcting of Transcripts—Dora Pitts. Commercial Geography—D. W. Springer.

The Beginner in Bookkeeping-Mr. Cleary.

On Saturday morning W. D. Henderson delivered an address on "The Third Dimension in the Commercial World." The three factors of great importance in the commercial world, Intensity, Capacity, Efficiency, are related to the dimensional factors, Length, Breadth and Depth. Life in its fullness must present these three dimensions. It must be intense. There must be capacity. It must be efficient. The efficiency factor, which proves the value of the other factors, seems to have been lost to view. It matters not how intense our life may be, what capacity we may have; unless we can make these efficient, we, as individuals, are of little value. A large number of the problems of the day arise because the relative importance of efficiency is not considered.

G. W. Bowerman, of Detroit, presented the "Needs of the Commercial Course" in well-defined statements.

The symposium, "Methods of Teaching Shorthand," was profitable.

D. W. Springer, of Ann Arbor, was elected president for the coming year, and Miss Gertrude O. Hunnicutt, of Lansing, secretary.

Eighteen months ago Horace G. Healey and myself undertook the publication of an encyclopedic volume relating to business education. The plan was to give in brief the history of the American Commercial School, its birth, growth, development; to assemble data touching the achievements of the builders of this new temple of education, and particularly to give essential facts relating to the education, experience, qualifications, ago, appearance (by illustrations) of the men and women who to-day are devoting their lives to this kind of work.

Many thousands of letters have been written in this connection. Many hundreds of dollars have been spent. An enormous amount of data has been gathered, However, I am not satisfied that the material at hand is full enough to justify the present publication of the volume, therefore concluded, very reductantly, to abandon a work that has claimed three-fourths of my time for many months and one that I sincerely thought would be of genuine use to the profession with which I have been connected for twenty-three years.

Every penny paid in the way of advance subscriptions for the Gazetteer has been refunded and my entire interest lu the publication has been transferred to Horace G. Healey. Personally I wish to thank heartily the hundreds of business teachers who have extended their cordial co-operation, both in supplying data and pledging their pecuniary support.

It seems proper to say here that I have disposed of my entire interests in the Union Teachers' Bureau and am not in any way (nor do I expect to be) associated with any enterprise connected with business education. Sincerely, FRANK VAUGHAN.

The Packard Commercial School, New York, requests the honor of your presence at its fiftieth anniversary and commencement exercises on the evening of Tuesday, May 26, 1908, at 8 o'clock. Carnegie Hall.

T. R. Browne, principal, and E. C. Browne, secretary of Browne's Business College, Brooklyn, N. Y., now located at 246 252 Fulton street, will remove on or about July 1, 1908, to a more central location, 28-36 Flatbush avenue (junction of Fulton street), extending through to Livingston street. Entrance will be on both streets. This is possibly one of the most accessible locations in Brooklyn.

D. Beauchamp, well-known penman of Montreal Can-, and late of New York City, is now connected with the A. N. Palmer Company, New York.

Eleventh Annual Convention of the Eastern Commercial Teachers' Association

Central High School, Philadelphia, Pa., April 16, 17 and 18, 1908

REPORTED BY F. E. LAKEY



HE splendid results of months of careful preparation by Chairman Hull and his associates were abundantly in evidence at the opening of the eleventh annual convention of the Eastern Commercial Teachers' Association. The Central

High School made an admirable meeting place, President Williams proved himself an ideal presiding officer, and the attendance, the interest shown and the value of the papers read made a high record, never before surpassed and probably not equalled.

After the invocation a letter of regret from Mayor John E. Reyburn was read. Dr. Martin G. Brumbaugh, Superintendent of Public Schools, Philadelphia, extended a warm professional welcome, and then in a pleasant, agreeable manner proceeded to emphasize the value of bringing a pupil in contact with the "real thing," with things they must use in life, to put by the side of skill the basis of the culture that will guide the pupil in his career. The test of the power of the school, he said, lies in the ability of the graduate to fill positions twenty years hence. The doctor advised putting a large care cultural power into the pupil and teaching. Keep the pupil in school until he is equipped to do something. After discussing trade schools the speaker turned to consider the time element in education. He asserted that no one could make brains by any short cut. We must take time to follow the laws which God has set.

J. E. Gill, of Trenton, was scheduled to give the response to the addresses of welcome. He was placed in the unfortunate position of replying to a mayor who had not been present and to a school official who, inadvertently, had left the platform as soon as he had finished his address of welcome. But the same ability and oratorical skill which made it possible for Brother Gill to run receutly far ahead of his ticket and which lacked but few votes of making him Mayor of Trenton made his address a masterly and telling one. After referring to the gigantic manufactories and excellent schools, he spoke of the hallowed and patriotic spots of the city, and gracefully alluded to the retaining of the best features of the town life of the past with the best features of modern improvements.

The address of President S. C. Williams, of Rochester, was a thoughtful, dignified and helpful one, which commanded close attention. He said in part:

"We are to be congratulated on being able to meet in our eleventh annual convention under conditions so favorable for the promotion of the plans and purposes of our organization.

"Let our deliberations in the heart of this great city which gives us such cordial welcome, and in this splendid building dedicated to the cause of education, be characterized by a dignity, an earnestness and a conception of our work that shall be in the best sense worthy of the great educational system of which we are coming to be recognized as a vital part.

"By our very presence in such numbers we contribute to the inspiration which is always one of the chief benefits to be derived from our conventions, and if we have brought with us a spirit of active co-operation in any capacity in which we can be helpful, we shall make our meeting, by just so much, an effective aid to the cause of business education and, as the natural result, to education in general.

"We have gathered here from our several fields of labor and from our experiences of a year as hopeful in its augury of the future of business education as any year in the history of our association. If ever a body of educators in this country had reason to take heart and redouble their efforts, surely they are the men and women enlisted in the cause of business education, and perhaps no section of that body more than the members of our own association.

"The doors swing open wide to commercial education in every quarter now and a most cordial reception awaits its true exponents. There is, and justly so, a correspondingly



S. C. WILLIAMS, PRESIDENT E. C. T. A., 1908.

critical attitude on the part of the business and educational public towards business schools and business courses that are mere impositions, also towards advertisements of business schools and commercial text books of like character, as well as towards the people responsible for them.

"For this reason there is close scrutiny of the claims and methods of even the best business schools and commercial departments. If these institutions prove to be sound and worthy, expressions of acknowledgment and gratification in generous measure are not lacking; but if they are found wanting in simple honesty, breadth and efficiency, there is an equal measure of condemnation.

"Business educators should not, therefore, make the mistake of considering a lively interest in their work, amounting sometimes almost to curiosity, both on the part of the business public and of high school and college men, as a disposition to be meddlesome or superior. Our schools and our courses should be an open book to them and wherever there is not complete harmony and co-operation between the private business schools and the local educational authorities some one is surely at fault.

"Both the business public and the educational world are genuinely interested in business education, a condition which should beget a new inspiration in the heart of every business school proprietor and teacher. What we have been doing that is sound and proper we must continue to do even better; and what we have been evading and omitting, pleading lack of time or opportunity, or the additional expense involved, we must take up and try to accomplish, if a discriminating public requires it at our hands. In other words, we must command the confidence and respect of both the business and the educational world by the breadth and thoroughness of our courses of study, and by the skill and efficiency with which we carry our students through them.

"No weak-kneed policy in shaping courses, fixing standards for graduation, determining upon what subjects we shall teach and the length of time we decide it will be necessary for our students to remain with us will avail. A courageous insistence upon high ideals will be imperative. We must bid for the high school and college graduate and we must advise the public school and grammar school graduate to attend high school and develop more maturity and mentality before coming to us for the special supplementary training we are to give them. The strength of our bid will be the strength of our courses, not the size of our advertisement nor the representations of the solicitor, if we use that method to secure students.

"If we must do the work that has not been well done, or well enough done, by the public schools, we must do it with good grace and not croak or harp. If they ask us to suggest what preparatory work in English or any other subject should be given, we must co-operate, and not reproach, condemn nor antagonize. The educational authorities have their own troubles and problems and would often do differently if they could, and we should do our work so discreetly, and at the same time so efficiently, that it will speak for itself and gain their approbation, rather than create a prejudice, injurious in its effect, and difficult to overcome.

"Commercial schools in these days are coming to their own, and if they are alert and sensible, they can get all that is their due. If their policy is narrow and their horizon limited, they are bound to receive the full measure of criticism and contempt that such an attitude deserves and is sure to draw upon them.

"In these days the demand for rapid transit and for quick communication by rail, wire or air is being met by invention and enterprise; the necessity for new methods of system and despatch in disposing of the complicated office details of modern business enterprises is being well taken care of; and the unmistakable and peremptory call for young people with proper educational foundation who have supplemented that foundation with a specific and sufficient business training must be answered by the business schools, what ever lengthening and broadening of courses or increase in rates of tuition may be involved. There is just one way to overcome the financial obstacles, in the way of raising standards and holding our students for a sufficient time to train them properly, and that is to make the work of our courses so good that they will compel respect and secure general approbation and support.

"Efficiency must be the watchword of the business schools if they are to hold the place they have gained in the public esteem, and especially if they are to measure up to the standards that will be set both by their grown-up crities and by the young men and women who will enter them after having received some instruction in the excellent commercial departments of our high schools and normal schools. These commercial departments are seeking the best teachers available and are establishing courses of study that will appeal to the best high school students. The commercial departments are not destined to become a dumping ground for the incompetent students from other departments. They will be conducted on a high plane of efficiency, and the private business schools must bear this faet in mind in the inevitable comparisons that will be made.

"These young people and their advisers will not be long in determining whether or not it will be to their advantage to come to us to complete the commercial courses they have begun, and they will not do so if they find our courses inade quate, our methods antiquated, our teachers incompetent. There is a broader field and a wider opportunity now than there ever has been for the private business school as an institution, and it is the new activity in commercial education that is creating both. This new field must be occupied by the commercial teacher of the broad gauge type, not by the narrow man who refuses to take cognizance of the new conditions. The successful commercial teacher of the future must have a broader foundation than he can gain from the study of the commercial subjects alone, although he must specialize in them, and in this sense he must resemble the broad gauge, ideal business man.

"It is plain from the utterances of high school and college men, as well as from the action of boards of education in progressive committee everywhere, that the educational system of our country has had its awakening in the direction of commercial education, and it remains for the business school system to become thoroughly aakened in the direction of efficiency. The recent action of the New York State Teachers' Association, which set apart one-fifth of the time of its annual convention in Syracuse, when the classical, English and mathematical departments gave up their section meetings and united with Academic and Grammar School principals in a general meeting for the discussion of education for business, is significant, to say the least, especially when it is remembered that the prime mover in this instance is a college professor.

"All honor to such worthy men as Packard, H. B. and J. C. Bryant, Stratton, Felton, H. C. and R. C. Spencer, Soule, and others, who have made the uphill struggle during the last half century to place commercial education upon an enduring foundation. They blazed the way, but there is some blazing yet for us to do, and we must continue to take the initiative as they did, and not wait till public sentiment forces us to take the higher ground. To many of them it was not given to enjoy the conditions under which we work, and it is for us to prove worthy of the heritage they have handed down. Any enumeration of persons or agencies that have contributed materially to the present status of business education in this country would be inadequate that did not include the magazines devoted to penmanship, bookkeeping. accounting, shorthand and other commercial subjects. They have rendered excellent service to the cause by the dissemination of information in their reports of our conventions. by their editorial comments, and by other efforts they have made to further business education. In this connection it is interesting to note the higher ground these journals are constantly taking, and the evidences of their determination to keep pace with the best in business education. They deserve our hearty support.

"What the country owes to the business schools in the matter of writing with the pen is perhaps not fully understood and recognized. During the vertical writing hallucination the business schools have held to their course without deviation, and have been able to demonstrate the superiority of the slant style and the movement method. They have been and will continue to be a strong factor in steadying the situation and bringing order out of chaos."

At the close President Williams read a letter from "Uncle" Robert Spencer, which was of great interest and commanded the attention of all.

J. E. Sterrett, C. P. A., in discussing the "Relation of the Teacher of Commercial Subjects to the Profession of Accountancy," decried the use of the term "expert." Public opinion requires by law in England that printed reports of the financial conditions of organizations handling money be certified by an authorized C. P. A.

To become a C. P. A. requires a well developed and finely balanced mind. The least education is that of the high school, while the universities of Harvard, Pennsylvania, California and Wisconsin are meeting admirably the demand for professional training in business.

Dr. E. H. Eldridge, of Simmons College, Boston, in discussing "What the Schools Are Doing in Typewriting," presented the tabulated results of a question sent to all the large cities in the East, one public and one private school in each city being requested to send samples of the work of pupils and to specify the conditions under which the work was done. This work was displayed at the convention, and was all the more noteworthy, as in no case was the name of the school known to the public. The results showed that high schools are doing as good work as private schools. An advance is noted in the work of pupils up to 200 hours—beyond that time no marked improvement can be noticed. The conditions vary greatly in the different schools.

The last paper was by Frank O. Carpenter, of the English High School, Boston, on a "New Way of Teaching Commercial Law.". As Mr. Carpenter is not only a successful teacher of many years' experience in the largest high school in Boston, but also a member of the Massachusetts bar, his remarks commanded close attention. He teaches, not commercial or business law, but the law of business.

In short, do not teach law, he advises, but how to get along in business without law. Teach as the development of business presents new phases.

The membership committee presented eight names, which were voted on. After adjournment and dinner many theatre parties were the order of the day or evening.

Friday morning opened with a scholarly address by Dr. Cheesman A. Herrick, head of the commercial department of the Central High School, Philadelphia, on "Unconscious Education, or the Personality of the Teacher." This address was alone worth all the expense and trouble of the convention. It abounded in terse, epigrammatic sentences not easily forgotten. Dr. Herrick says that the teacher teaches more unconsciously than by formal instruction. His most effective teaching may be unconscious to himself and to the one taught. A teacher is a "human being, incidentally a scholar, accidentally a teacher." Personality is that which

draws and holds. It is not eccentricity. What we are is vastly more important than what we say. Unconscious education comes from (a) the alertness of mind and abiding intellectual interest of the teacher; (b) human sympathy; (c) the character of the teacher, teaching by what one is. The results are shown in the after effects of the lives of great teachers. This unconscious education costs the teacher much. Inspiration comes in the thought of the finished product

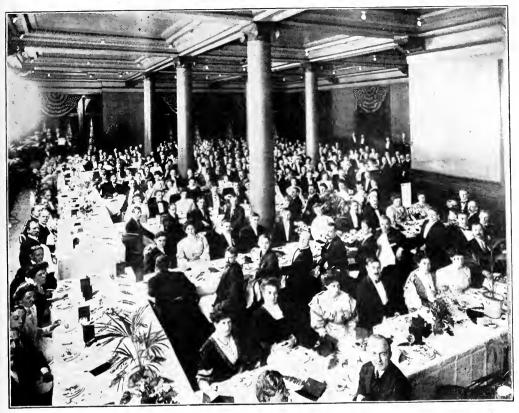
"Some Problems in the Teaching of Shorthand" was the title of a paper by J. E. Fuller, of Wilmington, Del. Despite the retiring nature of the speaker, the paper was well handled and pleasingly presented. Mr. Fuller made many friends. He said the quality of students was of more importance for success than the instruction of the teacher. His truthful sarcasm cut keenly at the policy of employing solicitors. Given a good student and common sense instruction and the result must be creditable if time enough is honestly spent.

E. C. Mills's "Lesson in Penmanship" must be seen to be appreciated. By the use of the blackboard he showed his "lesson" so clearly and so attractively that there is little wonder that the army of penmanship "cranks" is so large under such generals as Mills, Lister, Patrick, etc.

R. G. Laird, of Boston, a former president of the association, was detained by serious illness in his family.

A novel departure from the usual convention paper, and one that held close interest because of its intrinsic worth and adaptability, was the paper by M. H. Bigelow, of Utica, N. Y., on "Office Methods in the Schoolroom." Mr. Bigelow believes that training for business is as necessary as preparation for the professions. His own practical experience and enthusiastic manner make his point of view of the keenest interest and utmost value to the pupil. To keep alive one must keep in touch with the progressive business man. The student must actually use the methods and devices of modern offices. The State should require the same elaborate equipment for the commercial school as is required in chemical and physical laboratories. Small profits require competent help. Business is not charity. In addition to the usual appliances, Mr. Bigelow discussed catalogues, plans of architects, pay rolls, stereopticon slides, magazine articles, postal cards, follow-up systems, etc. By means of ingeniously contrived cardboard sheets Mr. Bigelow showed how the assistance and interest of the pupil may be made to count toward a fully equipped human product.

"English as a Study in Commercial Education," by J. A. Luman, of Pierce School, Philadelphia, was anticipated by scores as one of the richest treats of the program. Luman lived up to his very high reputation. His paper ought to be read in full. Of all studies English is the most important. Words, he said, are the tools and have the same relation to the writer as tools to the mechanic. The right relation of words alone makes them serviceable. This can best be taught and learned from good literature. A stenographer is useless without a sound training in English. Good form can only be acquired through the eye and the ear. "Business English" is only the technical language of the business man. The summum bonum of good letter writing is to say the right thing in the right place and in the right way. To do this requires clear thought, logically and accurately expressed and neatly and appropriately arranged, Good taste displayed in a letter creates the same impression as good taste in dress.



EASTERN COMMERCIAL TEACHERS' ASSOCIATION BANQUET, HOTEL WALTON, PHILADELPHIA, FRIDAY EVENING, APRIL 17, 1908.

The Friday afternoon session was held at the Philadelphia Commercial Museum. This institution proved a mine of interest and inspiration, its treasures seemed endless, and its usefulness was modestly and fully set forth by the director, W. P. Wilson, Sc. D., in a spirited and cuthusiastic address.

John J. Macfarlane followed with a lengthy paper, illustrated by charts and stereopticon, proving Philadelphia to be the largest manufacturing city in the world.

At the close of the address several slides were thrown on the curtain showing the advance made in color photography. The president appointed as nominating committee, M. H. Bigelow, E. H. Fisher, G. P. Eckles, W. H. Beacom, D. A. M'Millin, F. H. Read and W. E. Bartholomew, and as committee on resolutions, J. A. Luman, C. P. Zaner and C. C. Marshall. Dr. Wilson then conducted the party through the Museum, and personally explained the exhibits.

On Saturday morning John F. Forbes, president of American Drafting Furniture Co., Rochester, and ex-president of Deland University, Deland, Fla., gave a scholarly paper on "Psychology in Business Training." He said that commercial schools were the new educational idea, now rapidly becoming dominant—the practical ideal. A great change came into our educational thinking. Mr. Forbes said, with the development of the idea of society as an organism in which each individual

has his special part to perform in the service of the whole. That knowledge is worthful which has direct relation to the function which he has to perform as a member of the social body. This conception asserts that all knowledge is valuable just in proportion as it constitutes a part of the equipment of the individual for his life task, and it insists that every individual should be fitted to perform his task in the best possible way.

The service of the business man is absolutely vital to civilization. He stands high among social workers as he deals primarily with men.

The success of the best firms is due to the application of psychology to the details of business. Both business men and commercial courses may be placed on the same footing as professional men and professional schools.

D. A. M'Millin, of Banks' Business College, Philadelphia, gave a spirited, interesting and useful talk on "Rapid Calculation." By using the blackboard his illustrations were telling, and his vigorous, enthusiastic manner of presentation held close attention throughout.

Albert L. Sanford, of the Winter Hill Business College, Somerville, Mass., gave a thoughtful paper on a "Method of Teaching Touch Typewriting." Mr. Sanford actually does teach touch writing, and has secured highly creditable results. from his pupils. He considers fingering the chief point. He uses a shield which completely covers the keyboard.

THE BANQUET

This was held on the tenth floor of the Hotel Walton. The attendance was the largest on record, William Mc-Andrew, principal of the Washington Irving High School, New York, made a most agreeable toastmaster. Ex-Governor Pennypacker was followed by City Commissioner Rudolph Blackenburgh, of Philadelphia. A German by birth, an American by choice, his speech combined sound sense and much witticism. C. Stewart Patterson, president of the Western Saving Fund Society, of Philadelphia, said we represented the dominant profession to-day—the commercial. The people are the real influence and teachers are the ones who influence the people. Dr. James T. Young, director of the Wharton School of Finance and Commerce, University of Pennsylvania, said our success depended on efficiency. We need by siness men who are men as well as business men.



E. M. HULL, PRESIDENT E. C. T. A., 1909.

W. P. Wilson, Sc. D., director of the Philadelphia Commercial Museum, said he knew of no country with so high a standard of honor in business as China. The future of America will be more and more linked with its commerce, and business education must prepare for this commerce, Talcott Williams, LL. D., Philadelphia, was the last and youngest speaker. Commercial schools have been influencing the operations of business, and thus increasing business probity, he said, and urged the teachers to work for a still finer sense of honor.

F. E. Lakey, in behalf of members of the association, presented Treasurer Matthias with a beautiful loving cup.

At the business meeting Saturday afternoon the usual reports of committees were made. The present membership—with dues paid in full—is over 280. The treasurer reported that Dr. Hull and the local committee had so managed affairs that the badges, programs, banquet, printing and advertising had been met without drawing on the treasury. E.

H. Norman moved that the salary of the treasurer be made \$25. So voted. A motion was made by M. D. Fulton, and seconded by D. A. Casey, by which the by-laws would be so changed as to allow open nomination of officers and the nominating committee be dispensed with. A ruling by the chair that if carried the by-law would at once go into effect, and so reflect on the nominating committee of this year, was the probable cause of the vote standing 44 to 20 in favor of the present plan of a nominating committee. The discussion was general and spirited. C. W. Stowell, of Providence, in behalf of the Rhode Island Commercial Teachers' Club, extended a most cordial invitation to meet in Providence in 1909. The invitation was accepted by a rising vote. The campaign of the Rhode Island Club to secure the convention was unique, enterprising and novel. President Hull was escorted to the platform and warmly welcomed by the retiring president. George P. Lord moved a rising vote of thanks to the retiring board of officers. This was unanimously carried.

Thus closed the convention that for thorough preparation, excellence and variety of program, general satisfaction and real worth becomes a beacon light for future years. And one man who stands out as the centre of the work and management is our new president, E. M. Hull. Let us give him a record as truly worthy of pride and satisfaction as the one President Williams has earned. Needless to say, Little Rhody will do her part. Her heart is warm, her hand ready and her latch-string on the outside.

OFFICERS FOR 1908

President—E. M. Hull, Philadelphia, Pa. First Vice-President—F. H. Read, Providence, R. I. Second Vice-President—E. L. Thurston, Washington, D. C. Third Vice-President—T. J. Risinger, Utica, N. Y. General Secretary—F. E. Lakey, Boston, Mass.

First Assistant Secretary—F. P. Taylor, Philadelphia, Pa. Second Assistant Secretary—F. A. Tibbett, Jersey City, N. J.

Treasurer—L. B. Matthias, Bridgeport, Conn. Assistant Treasurer—Mrs. L. B. Matthias.

Executive Board—H. L. Jacobs, Providence, R. I.; C. B. Post, Worcester, Mass.

The following greeting was sent by a number of the penmen to A. P. Root, the old Philadelphian, now at Sandusky, Ohio:

The professional penmen assembled at the Eastern Commercial Teachers' Association Convention in Philadelphia, April 18, 1908, unite in extending their cordial wishes for your comfort and happiness and trust that your days may be bright and many.

T. P. McMenamin. W. H. Beacom. R S. Collins, 11. W. Flickinger, H. W. Patten, A. N. Palmer, W. J. Trainer, D. H. Farley. F. P. Taylor, C. P. Zaner, S. D. Holt. W. C. Bostwick, W. H. Patrick, E. E. Kent, H. G. Healey, C. G. Price, L. C. Horton, John F. Siple.

J. W. Hood, formerly well known among the teachers of California, but not closely identified with the school business at present, recently returned to Los Angeles from Arizona, where he was on a prolonged case as handwriting expert. He was called there to assist in locating a party who had written many anonymous letters and was so successful that the District Attorney succeeded in convicting the guilty party.



NEWS OF THE PROFESSION



N May 15 the Joplin Business College Company, of which G. W. Weatherly is president, took charge of the Carthage Commercial College. The Joplin school has been one of the best in Missouri, and with new equipment and teachers

the Carthage institution is undoubtedly entering upon a

period of great prosperity.

Through the instrumentality of the Union Commercial College a shorthand club has been formed by the stenographers of Charlottetown, P. E. I., which holds regular weekly meeting, where business is discussed, papers on pertinent subjects read, and shorthand practice encouraged. Although the club is in its infancy it has taken a strong hold on local stenographers and promises to be of great benefit to them.

In a contest for prizes offered by Miss Bertha W. Ferguson, of the Salem (Mass.) High School, the papers were submitted to the Editor of The Journal, who decided that the most improvement had been made by C. H. Williams, while the best writing, in the order of merit, was by E. F. Crandall, M. F. Butler, A. Aronson and Fronia A. Davis.

Francis B. Courtney, one of the best penmen in the country, and specially well known throughout the Northwest, has been placed at the head of a new department known as the Palmer Method School of Penmanship, added to the Cedar Rapids (Iowa) Business College.

The F. H. Bliss Publishing Company reports many new adoptions for their system of actual business practice in bookkeeping during the past two months. The prospects are that the business of this company for 1908 will show another 50 per cent increase over that of any preceding year. This is only another illustration of the fact that good and steady advertising of a good article pays.

Another school to adopt Gregg shorthand is the Oregon

State Agricultural College, Corvallis, Ore.

The editor of THE JOURNAL now has an automobile, received from Anna A. Neuman, Miner's Business Academy, Brooklyn. It is an excellent specimen of movement exercise pen and ink work. While good movement is shown in the manufacture of the "auto," it has not exceeded the speed limit since it came into our possession.

Wilson's Modern Business College, at Seattle, Wash., recently moved into commodious new quarters at 1524 Second avenue. Everything in the school is now thoroughly modern in every particular. All the chairs in the school were made to order and individual, oak sanitary desks have been installed. The main floor consists of seven large rooms, which can be thrown together by raising the glass partitions. The year 1907 was the most successful financially in the history of the school, and from present indications, notwithstanding the financial flurry, all the Seattle schools will do better than ever in 1908.

Six pupils of Brown's three St. Louis schools entered the contest held on March 21 for the gold medal offered by the Remington Typewriter Company for proficiency on the Remington typewriter. Two contestants dropped out and the four who finished showed records as follows on thirty minutes' writing from plain copy, graded according to international rules, with five words deducted for each error:

Miss Hattie Cox, wrote net..... 1,434 words Mr. Will H. Adderly, wrote net...... 1.345 Mr. Joseph Nebel, Jr., wrote net............ 1,333

The first three began the study of typewriting in September, 1907, while Mr. Nebel, who is only thirteen years old, did not begin to learn typewriting until November.

F. H. Bliss, of Saginaw, together with his brother, C. A. Bliss, of Columbus, have recently returned from a successful

hunting trip to the wilds of Florida. The "boys" bagged a large black bear and several wild turkeys.

One of the Gregg Publishing Company's newest noveltics is a folder bearing the title: "An Idea for You-Digest It." It is a reprint of the paper read by R. E. Tulloss, of Springfield. Ohio, before the shorthand teachers at the convention in Pittsburg in December. The feature of the paper is that Mr. Tulloss advocates training the index finger first. This folder may be had for the asking, and as it is printed in blue on brown Turkish crash paper, and is gotten out in the tasteful style characteristic of Gregg literature, it is worth asking for. The Gregg headquarters are in Chicago.

THE JOURNAL is pleased to extend congratulations to R. C. Cottrell, the able supervisor of writing in the public schools of Elwood, Ind., whose marriage to Miss Chrystel Seashols was announced for May 31. Mr. and Mrs. Cottrell will spend the Summer at North Manchester, Ind.

The West High School, Rochester, N. Y., came perilously near losing L. A. Waugh, who had received a flattering offer to go to Schenectady and take charge of the work there, but an increase in salary was such a strong argument in favor of Rochester that Mr. Waugh decided to stay.

C. E. Doner, who has been doing veoman work for the cause of penmanship in the high school at Beverly, Mass., finds his salary twenty-five per cent. larger as a result of an offer received from St. Paul to become supervisor there. Beverly is fortunate in being able to retain so capable a

The social feature of the season at McCann's Business College, Mahanoy City, Pa., was the annual dancing party given by the pupils on the evening of April 29.

L. C. Greenlee, a former superintendent of the public schools of Denver, expects to present an interesting proposition to the National Educational Association at its meeting in Cleveland this year. It is his purpose to establish a Summer farm for the members of the association in the Little Snake River Valley, in Routt County, Col., where teachers may gather during the Summer months for rest and recreation. He proposes a happy combination of physical and mental activity-enough of the former to keep the individual in good health and spirits, and enough of the latter to enable him to return to his work in the fall in a little better mental condition than he left in the Spring-for his plan contemplates having the work of the farm done by the members of the colony and a Chautauqua feature with lectures on various topics by able men and women. The matter has already been laid before Edwin G. Cooley, of Chicago, president of the association, with request that he appoint a committee to visit the district and make a report in Cleveland. The altitude of the proposed farm is about 5,000 feet.

A. R. Lewis, one of New York's well-known handwriting experts, sailed May 2 for Europe on a business trip. Mr. Lewis will visit Holland, Germany and Southern France and expects to derive no little pleasure from it. All stay-athome members of the profession will envy him his trip abroad.

The Albany Business College has been found so congenial by J. K. Renshaw that he has renewed his present three-year contract for an equally long period. This is an arrangement on which both parties are to be congratulated.

A souvenir special number of the Evening Herald, Olean, N. Y., which is gotten out the size of The Journal and printed on best magazine paper, devotes a half page to the Westbrook Commercial Academy and School of Shorthand, of which E. D. Westbrook is principal. Mr. Westbrook is recognized as one of the leading citizens of Olean, both in educational and political circles, and has recently served a term as Mayor.



STYLE BOOK OF BUSINESS ENGLISH. Cloth, 130 pp. Price 60c. H. W. Hammond, author. Isaac Pitman & Sons, 31 Union Square, New York, publishers.

This work is intended to overcome the difficulty experienced in commercial courses in obtaining results from the teaching of practical English. It is not intended to be exhaustive, but has for its purpose the object of correcting many of the defects in English made by beginners in correspondence and typewriting. It is the purpose of the book to teach only what is necessary for the beginner in the art of composing commercial letters and in typewriting. It is the result of ten years' work correcting the defective English of commercial students. A valuable work, adapted not only to the needs of high schools and business colleges, but for self instruction as well.

GOODYEAR'S LOOSE LEAF POCKET NOTE BOOK.

Patented and sold by the Goodyear-Marshall Publishing
Co., Cedar Rapids, Iowa.

A very convenient device consisting of a loose leaf pocket note book, opening flat, with stiff cover, and uniform reference binders, in which the leaves may be filed when taken from the note book. By this arrangement a note book of clean sheets may always be kept on hand in the book, and if transferred to the reference binders promptly the user will be in no danger of finding himself with a note book entirely filled up with the exception of a page or two—a contingency which is, to say the least, annoying. The outfit should prove a popular one.

THE MODEL SYSTEM OF WRITING. Charles Schovanek, author, 2172 W. 14th St., Cleveland, Ohio.

Mr. Schovanek's system consists of forty-eight carefully arranged slips bearing copies written by the author and photoengraved. It is divided into three parts: small letters and words, with their movement exercises; capitals and sentences, and business forms, etc. Full instructions are given at the outset as to the correct method of sitting at the desk and holding the pen, and after a judicious drill on movement exercises the pupil takes up the small letters. The copies are admirably written and cannot fail to be of great assistance to any one who will use them as their author intends.

THE NATURAL SYSTEM OF PENMANSHIP. O. A. Hoffman, author. Hoffman Metropolitan Publishing Co., Milwaukee, Wis., publishers.

As the author states, this is a self-instructor in practical penmanship and is designed for the use of all who have an earnest desire to acquire a rapid, legible hand. Mr. Hoffman has had long experience in business college work and in this little booklet he has embodied the results of his observations. The thirty lessons are full of inspiration, and excellent judgment is shown in their arrangement.

BUSINESS LETTERS, LEGAL FORMS, and THE UGLY DUCKLING AND OTHER STORIES. The Phonographic Institute Co., Cincinnati, Ohio, publishers.

These three paper covered booklets of about fifty pages each are designed for the use of Benn Pitman writers. The Business Letters is No. 4 of the series and gives forms of insurance correspondence with the correct shorthand outlines for each letter. The Legal Forms give the student a good idea of the way to draw up these necessary instruments as well as placing before him the shorthand outlines. The Ugly Duckling and Other Stories are from the Fairy Tales of Hans Christian Andersen and afford the pupil delightful practice in the reading of shorthand notes.

HIGHER ACCOUNTING AND AUDITING. Lesson X. of the Home Study Course of the Detroit (Mich.), Business University. R. J. Bennett, Principal.

This lesson deals with the subjects of Corporation Accounts, Organization Entries, Instalment Entries, Incorporation of Going Concern, Amalgamation of Companies, etc. Complete information is given in regard to all subjects touched upon and the propositions are brought out so clearly that the home study pupil will have little difficulty in understanding them.

BEERS SHORTHAND. Cloth, 160 pp. James W. Beers, author. The Beers Publishing Company, New York, publishers.

Mr. Beers has designed a system of light line phonography adapted to every purpose for which shorthand is used. The five points claimed for the system are: (1) Perfectly legible; (2)brief enough for the most rapid work: (3) easy to write; (4) not difficult to retain in memory; (5) provided with a sufficient number of signs so that any word in the English language can be written with absolute phonetic exactness if desired. Beers shorthand is the result of more than twenty-five years' practice and experience, and it's author believes it to be able to measure up to the most exacting requirements.

CLAVE DE LA TAQUIGRAFIA ESPANOLA DE ISAAC.
PITMAN. Cloth. 04 pp. Isaac Pitman & Sons, 31
Union Square, New York, publishers. Price \$1.00.

As the title indicates, this is a book of Isaac Pitman shorthand in Spanish and is thoroughly adapted to the growing needs of the American business world. The Pitman people are lending invaluable aid to the movement for closer relationship between the United States and its Southern neighbors by providing a system of shorthand which can be advantageously used in the Spanish language.

SHORTHAND. Cloth, 128 pp. The Kenosha Educational Agency, Kenosha, Wis., publishers. Price \$1.50.

A simple yet complete system' of shorthand designed for amanuensis and reporting work. It is a fundamental departure from other systems, has no abbreviations, and is claimed by its author to be as short without them as other systems are with abbreviations. The author also asserts that it is superior in legibility and easy to learn, as the pupil need only master the alphabet, roo arbitrary word and syllable signs, and a simple rule for omitting certain letters.

COURSE IN ISAAC PITMAN SHORTHAND. Special edition in the form of lesson sheets for the use of schools and teachers giving instruction in shorthand by correspondence. Isaac Pitman & Sons, 31 Union Square, New York, publishers. Price \$1.50.

In forty lessons the pupil is carried through the various stages of shorthand study from the simple strokes of the beginner to the more complex rules governing the rapid speed of the verbatim reporter. The lessons are followed by separate pamphlets giving the grammalogs and contractions, business correspondence, advanced speed practice, law phrases, legal correspondence, etc. The course is admirably adapted to the purpose for which it is intended and will result in materially lessening the labors of those who teach the Isaac Pitman system of shorthand by correspondence.



Altorney Baumont Calling Running
Enemies Finish Daining Kingdom Tanning
Improve James Count Kingdom Tanning
Maryland Heuberry Cintment
Timmanship Duitts-Kunning Stammer
Thinks Universe & Cigilant-Hilliams
Thinks Universe & Cigilant-Hilliams
Thinks Universe & Cigilant-Hilliams

PLATE 6.

In this plate I have given an alphabetical word lesson. Take each word and practice it, studying to get at your faults. Never be satisfied until you can pick out your mistakes at a glance. No one can possibly learn to write until they learn to criticise properly their own work. This lesson is a valuable one, as it is a general review of the capital letters and gives considerable small letter practice.

NOTICE THE DATE ON YOUR WRAPPER

A NUMBER OF JOURNAL SUBSCRIPTIONS EXPIRE WITH THIS ISSUE. If yours is one of them the date on the wrapper will fully inform you. Have you not found THE JOURNAL genuinely helpful in your work? If so, would it set be wise to send us at once 75 cents for renewal or \$1.00 for subscription to the News Edition, and we will enrell you so our Frefer-slonal List, which contains the names of a great majority of leading business educators? CHANGE OF ADDRESS—Subscribers wishing to have their magnines sent to a new address should notify us to the true and appeting the edition, whether News or Regular. Notices must be received not not your or that all copies may be received. Do not bother the clubber or teacher who sent in your subscription, but write to this office direct.

INTERNATIONAL TYPEWRITING CONTEST

Philadelphia, April 18th.

| Rose L. Fritz, Under | | | | | |
|----------------------|---------|--------|---------|-----------|----------|
| | ords. E | | | Net. | |
| Dictation | | | 105 | , | 90 16-30 |
| Сору | 2,591 | 23 | 115 | 2,476 | |
| Total | 4.736 | 44 | 220 | 4,516 | |
| STUDENT'S | TYPE | NRITI | NG CO | NTEST | |
| Elise Scott, Underwo | ood, To | ronto, | Ont.: | | |
| Dictation | 1,292 | 47 | 235 | 1,057 | 47 11-50 |
| Сору | 1,449 | 29 | 145 | 1,304 | |
| Total | | 76 | 380 | 0.261 | |
| Minnie Muegge, Und | | | - | - | |
| Dictation | | | 255 | 1,083 | 43 28-50 |
| Copy | | - | | 1,003 | 43 20 30 |
| Сору | | 49 | -45 | 1,093 | |
| Total | 2,678 | 100 | 500 | 2,178 | |
| Florence P. Standcon | mbe, Un | derwo | od, Sor | nerville. | Mass.: |
| Dictation | 1,157 | 42 | 210 | 947 | 38 4-50 |
| Copy | 1,052 | 19 | 95 | 957 | |
| Total | 2.200 | 61 | 305 | T 00 f | |
| Celia Shanrauth, Re | | | | | |
| Dictation | | | | 796 | 37 13-50 |
| Copy | | | | | 37 13 30 |
| Сору | | | | | |
| Total | 2,318 | QI | 455 | 1,863 | |
| Ruby Plummer, Und | | | | | |
| Dictation | | 102 | 510 | 747 | 34 40-50 |
| Сору | 1,383 | 78 | 390 | 993 | |
| - | | | | | |
| Total | | | | 1,740 | |
| Marion A. Bowe, Re | | | | Mass.: | |
| Dictation | - | | | 429 | 19 33-50 |
| Сору | 1,314 | 152 | 760 | 554 | |
| Total | 2,483 | 300 | 1,500 | 983 | |

INTERNATIONAL SHORTHAND CONTEST CONTEST FOR THE EAGAN CUP

The shorthand contest for the Eagan Cup and the Miner Medal, which was held in Philadelphia on Saturday, April 18, was a great success. All records made in previous contests were broken. Six dictations of five minutes each were given at the following speeds: 160, 180, 200, 220, 240, 260. Nearly all the contestants for the Eagan Cup transcribed the 260 dictation, which was testimony. Several of the contestants had more than 10 per cent of errors and were not listed.

The contestants who transcribed their notes with less than to per cent, of errors are the following:

Miss Nellie M. Wood, Boston, Mass., Isaac Pitman.

C. P. Gehman, Denver, Col., Graham.

Clyde H. Marshall, Chicago, Ill., Success.

Charles W. Phillips, Chicago, Ill., Isaac Pitman.

W. E. Newlon, Chicago, Ill., Graham,

Sidney H. Godfrey, England, Isaac Pitman.

Walter R. Duryea, New York City, Graham.

Robert R. Brott, Washington, D. C., Graham.

For the purpose of computation the committee deducted one word for each immaterial error, and at the 260 speed three words for each material error; at the 220 speed five words were deducted for each material error; at the 180

speed seven, and at 160 speed eight words. With these deductions the results were as follows:

| | | | | | et Speed |
|---------------------|-------|----------|---------|--------|----------|
| | | Material | teriai | Deduc- | per |
| | | Errors. | Errors. | tion. | Minute. |
| Nellie M. Wood | 1,301 | 7 | 14 | 35 | 253 |
| C. P. Gehman | 1,301 | 14 | 33 | 75 | 245 |
| Clyde H. Marshall | 1,301 | 18 | 36 | 90 | 242 |
| Charles W. Phillips | 1,301 | 19 | 54 | 111 | 238 |
| W. E. Newlon | 1,301 | 47 | 84 | 225 | 215 |
| Sidney H. Godfrey | 1,100 | 16 | 12 | 92 | 201 |
| Walter R. Duryea | 900 | 4 | 7 | 35 | 173 |
| | | - | | | |

FOR THE MINER MEDAL

| | | | Imma- | , N | et Speed |
|-------------------|-------|----|-------|-------|----------|
| | | | | | per |
| | | | | tion. | Minute. |
| Clyde H. Marshall | 1,301 | 18 | 36 | 90 | 242 |
| Sidney Godfrey | 1,100 | 16 | 12 | 92 | 201 |
| Walter R. Duryea | 900 | 4 | 7 | 35 | 173 |
| Robert R. Brott | 800 | 32 | 38 | 294 | 101 |

In the Lake George contest of 1888, Mr. Dement wrote for five minutes on testimony at 268 words a minute, with 68 material and 36 immaterial errors. At the same contest Mr. Fred Irland wrote 262 words a minute, with 60 material and 92 immaterial errors. The contest in Philadelphia was practically the same speeds as these records, but the percentage of accuracy was very much higher.

M. W. CORNEIL.

Another Illinois product is M. W. Corneil, teacher of writing in the Central Business College, Chicago, Ill. Mr. Corneil is a graduate of the Gem City Business College, Quincy, Ill., a school that has turned out literally hundreds of expert penmen and teachers.



At the age of eighteen he began teaching school near his home. He finally pursued a scientific course in the Northern Illinois Normal School, located at Dixon. Graduating from this school, he began teaching in the graded school of Harmon. Ill. From here he was promoted to the principalship of the High School at Bath, Ill.

Experience in the various schools qualified him for the important position he now occupies as an instructor in writing and business practice in the large school with which he is connected. Mr. Corneil has the reputation of being a most excellent teacher, and everything points to a very useful future.

C. C. CRAFT.

The Keystone State has given us another penman in C. C. Craft, of the National School of Business, Concord,



N. H. Mr. Craft is a graduate of the celebrated State Normal School, located at Bloomsburg. He completed his course there some eight years ago. For three years after that he was engaged as a teacher in the public schools, and finally, in 1902, he took a course in the Williamsport (Pa.) Commercial College.

From this school he went direct to his present situation. Here he is associated with E. L. Glick. Mr. Glick, who ought to know a good penman when he sees him, says that Mr. Craft is one of the best teachers in America. From what we have seen of the work done by his pupils, we are willing to subscribe to this statement.

"Putting off an easy thing makes it hard, and putting off a hard one makes it impossible."



AT THE INTERNATIONAL SPEED CONTEST

Held in Philadelphia, April 18, 1908, the Gold Medal, emblematic of the

WORLD'S SHORTHAND CHAMPIONSHIP

of writers of ten years' experience or less, was won by

CLYDE H. MARSHALL

a graduate of the correspondence course of the

SUCCESS SHORTHAND SCHOOL

AN ASTOUNDING COMPARISON

April 14, 1906, this medal was won by S. H. Godfrey, of London, England, writing Isaac Pitman system. Gross speed, 160 words a minute. Net speed (after making deductions for errors), 150 words a minute.

March 30, 1907, this medal was again won by Mr. Godfrey. Gross speed, 165 words a minute. Net speed (after making deductions for errors), 123 words a minute.

April 18, 1908, won by Clyde H. Marshall, of Chicago, writing **Success** system. Gross speed, 260 word a minute. Net speed (after penalizing for errors), 242 words a minute.

Mr. Marshall's Improvement

April 14, 1906, as a writer of the Benn Pitman system, Mr. Marshall competed in the contest for this medal. Net speed (after penalization for errors), 75 words a minute.

Two Years Later

April 18, 1908, as a writer of Success Shorthand system, Mr. Marshall won the contest. Net speed (after penalization for errors), 242 words a minute—more than three times his record with Benn Pitman.

What We Have Done for Mr. Marshall

we have also done for hundreds of other stenographers now occupying positions as court reporters, private secretaries to Governors, Congressmen, United States Senators, and experts in all branches. We can do the same for you. Our 160-page book, "A Book of Inspiration," contributed to by such people as Hon. William J. Bryan, William E. Curtis and successful young men and women everywhere, which will be sent you without cost, will tell you all about it. Beginners and stenographers perfected for expert work. It will cost you nothing to find out about this Expert Shorthand School conducted by the most Expert Shorthand Reporters. Take your lesson from Mr. Marshall's experience, and begin the study of expert shorthand at your home. Write to-day, addressing the school nearest you.

Success Shorthand School

Suite 723, 1416 Broadway NEW YORK CITY, N. Y. or Suite 327, 79 Clark Street CHICAGO, ILL.







ETWEEN the materialist who asserts that money is all there is to life and one must achieve wealth at all hazards, even if character is sacrificed in order to attain that end, and the no less dangerous theorists who profess to held

wealth in contempt and either neglect to take up any gainful occupation or fail to make any provision for the future, becoming at last charges upon the community, there is a happy medium which all should seek to attain. Money has its uses. There are, to be sure, hospitals where the sick poor are taken care of, but the care is not equal to that which one may receive in a private institution if he has the money to pay for it. There are institutions where the aged are maintained by the public, but aside from the effect of such charity on the pride of the beneficiary there is something lacking which might be supplied if the individual had means of his own. The statement that money will not buy anything worth having is fine in theory and very interesting, but there is one flaw in it-it is not true. Money will buy much that is desirable, and as society is at present organized the individual who neglects his opportunities to acquire as much of it as he can honestly, without sacrificing his health, his friends or his principles, is making a mistake. Most men who find themselves facing poverty as old age comes upon them might look back on their own unimproved opportunities and repeat with the lean and hungry Cassius:

> The fault, dear Brutus, is not in our stars, But in ourselves that we are underlings.

There are, of course, exceptions to all rules, but it may be taken as a general proposition that misfortune comes where it is called. The man who stands on the street corner and harangues his unwashed audience, rousing them to a frenzy of hatred against all who are possessed of wealth, is usually one who has neglected his own legitimate material opportunities and now takes keen delight in trying to tear down what practical men have built up, while he and his theoretical friends let fortune knock in vain.

In an imperfect world problems must necessarily be worked out somewhat imperfectly, and it may be possible that there is some wisdom in the advice given by the head of a department in Washington to a subordinate, not to carry down town more than the amount of money actually required for his carfare and luncheon, but the principle is had. In individual cases the rule may be a good one, but in general it may be stated that the young man who is not strong enough to carry a ten-dollar bill in his pocket without finding that it burns a hole in it will never be able to corner the wheat market. The man who has not enough will power to control his expenditures stands little chance of ever dominating in the financial world. We wouldn't advise the young man to go about looking for temptations to resist, but we would urge him to determine to resist those he must inevitably meet and not feel that it is necessary to walk around a block to avoid them. Cultivate strength, you'll find it is the best crop you can raise, for in the end you will reap a rich harvest of success. Sooner

or later there must come to every man a critical moment, when every ounce of reserve strength must be brought into requisition. In such an emergency as this it is not the difficulties settled by arbitration which are going to count, but the battles which have been fought out and won. The evasion of issues may be well enough in its way, but it is only by meeting and overcoming them that a fund of reserve force is built up which may be drawn upon in an emergency.

It is a mistake to think, as many seem to, that the most successful life is the one lived with the least possible inconvenience to the individual. The farmer who would thread his way around rocks in his field year after year when they could be rolled to one side with a little extra effort and thus disposed of for all time, would be regarded as extremely foolish. Yet there are men who seem disposed to adopt this method of getting through life, and while in time they develop a wonderful facility for avoiding the hard places, they are never equal to decisive action, and when, either for themselves or for others, a strong hand and a determined will is needed, the man of the hour is not chosen from among the evaders of responsibility.

The young man should learn to avoid extremes in all things, and it is extremely important that he should cultivate moderation both in manner and in dress. Some men get the idea that peculiarities in manner and dress are signs of individuality, and to prove their contention point to eminent men who have been slovenly in their attire and blunt in their habits of speech. There is much wisdom in the suggestion made by a blunt and plain old fellow to his clerk. The old man had made a fortune but did not spend much of it on his attire, and one of his employees thought he could follow out a general scheme of carelessness in dress and get on just as well. His employer noted the remissness of the young man and took him to task for it. "But," said the youth, "I dress as well as you do and you are worth a great deal more than I." "That may be," replied the employer, "but I've made my place in the world and you have yours to make. What is merely an eccentricity in me is a sign of slevenliness in you." Good taste requires a certain conformity to the rules of society, and while one man out of a thousand may violate them and succeed, the other 999 will find it a fatal handicap. Poets are presumed to be impractical persons, but some of them have shown keen powers of observation, and it is well to remember the advice one of them makes the old Dane give to his son:

Costly thy habit as thy purse can buy, But not expressed in fancy; rich not gaudy; For the apparel oft proclaims the man.

Society gives you the opportunity to make a living, and it has some claims on you which you must recognize. It has a right to demand that you dress tastefully and conduct yourself with propriety. You may defy society and succeed, but the experiment is a rather dangerous one, and on the whole it is better to let the thousandth man try it. It is safe to assume that you are not he.

30,000

During the school year of 1907-08 the "20TH CENTURY BOOKKEEPING" was taught in over 700 schools. These ordered more than 30,000 sets.

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3

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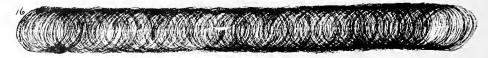


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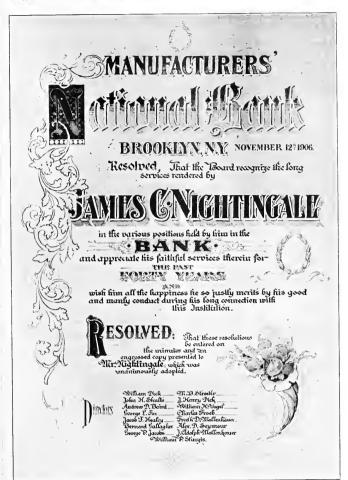
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again fully demonstrated in the winning, for the second time, of the Eagan International Cup by Miss Nellie M. Wood, with a net speed of 253 words per minute, which constitutes the world's record.

Mr. Chas. Currier Beale, the Chairman of the Speed Committee, when announcing the results, called especial attention to the remarkable accuracy of the transcription handed in by Mr. Godfrey (an Isaac Pitman writer), from the notes of his dictation at 180 words a minute in the Miner Medal test. Of the 900 words dictated, Mr. Godfrey's transcript had 895 absolutely correct. Of the five incorrect, three were rated as material and two as immaterial errors, thus making the transcript 99 4-5% correct. This is the world's record for accuracy in shorthand writing.

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What Is the Standard System in American Shorthand Practise?

The original documents of the official returns referred to in the paper "Shorthand in the Offices of the United States Government," read before the Eastern Commercial Teachers' Association by Mr. Fredric Irland, Official Reporter of Debates, United States House of Representatives, are open to inspection, at the office of the Phonographic Institute Conpany, Cincinnati, by all who may feel interested. These reports, duly signed by the chief clerks of the several departments of the United States Government, show that out of a total of 1579 shorthand clerks employed in the departmental offices 796 are writers of the Benn Pitman System. The proportionate use of other systems is shown as follows:

man, 796 writers, 50.4%.

Graham, 242 writers, 15.3 %. Munson, 86 writers, 5.4 %

Isaac Pitman, 67 writers, 4.2 %.

Gregg, 66 writers, 4.1 %. Cross, 45 writers, 2.8 %.

Barnes, 25 writers, 1.5 %. Pernin, 25 writers, 1.5%

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This means that schools teaching the Benn Pitman system have, during the last five years, furnisht more than half of the successful candidates that presented themselves in all parts of the country for the United States Civil Service Examinations as clerk stenographers.

A copy of Mr. Irland's paper, with table of statistics, will be mailed free to any school officer or teacher of shorthand upon request sent to

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And the publisher of each system is prepared to demonstrate beyond peradventure the truth of his claims.

The trouble is that each publisher insists on selecting his own method of demonstrating—which is confusing to the investigator.

The publishers of one system formerly relied upon a "Table of Statistics" showing that their system had more teachers than any other system. They don't do that now because—well, there are reasons. Just now the claim of that particular system appears to be that, like wine, it improves with age.

To offset the effect of that "Table of Statistics," the publishers of another system got out a table of statistics about reporters using their system. We think they are still using that as their chief argument—we think so because no new idea in connection with that system seems to have been put forward since its author passed away.

The author of another system has been kept busy nearly all his life demonstrating the superiority of his system by rule of arithmetic—by writing any given piece of matter in the smallest possible space and with fewer strokes than the same matter can be written in any other system. With this author it does not matter a bit about the nature of the characters, their joining, or position, or anything else, so long as they are reduced to microscopic proportions. Brevity of form absolutely demonstrates the superiority of that system, according to its author.

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A teacher or a schoolman, in investigating systems, finds little *real* difference between the various old time methods. He may prefer one of them to the others for certain personal reasons, but the differences are so slight that he will not become enthusiastic over any one of them.

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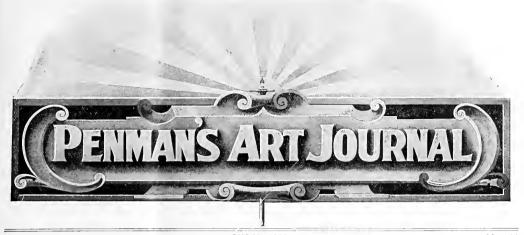
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Vol. 32 JULY, 1908 No. 11



This is the American Eagle which screams on the Fourth of July and pays strict attention to business the rest of the year—that's why the British Lion, the Russian Bear, the Chinese Dragon and the remainder of the menageric have such a wholesome respect for it.

VACATION TIME



HE vacation season is at hand, and throughout the country teachers and pupils are entering upon their well-earned vacations. By no class of people is the summer respite from toil more fully deserved than by the conscien-

tious teacher and the ambitious pupil. The former, to be in the highest degree successful, must treat his pupils individually and not as a body, giving to each that attention which the peculiar conditions demand; while the pupil himself, not fully accustomed to what must inevitably be more or less of a grind, yet devoting himself more assiduously to his lessons than the average man does to his business, giving more hours a day to his studies than the mature business man does to his work, feels the strain increasing as the season ends and the summer days grow warm.

It is only natural, therefore, that The Journal, which has tried to work just as hard for teacher and pupil as they have worked for themselves, should feel the impulse of the season and take on something of a vacation aspect. We can assure our friends that their interests will be uppermost in our minds during the short summer months, and that with the opening of the school year we shall be pulling with them shoulder to shoulder, refreshed, we hope, as they are, by the slight slackening of the pace which we have granted ourselves at the season when the pressure is least.

With another year of experience behind us we are going to add at least that much to the value of The Journal the coming year, and to our friends, both old and new, we can promise a greater variety of good things than ever before.

NEWS OF THE PROFESSION



OMMERCIAL teachers will be interested in the awards offered by the International Congress on Tuberculosis, which is to be held at Washington in September, for specially meritorious exhibits. The meeting of the Congress is in itself im-

portant, as it is the first that has ever been held in America and probably it will be many years before another comes to this country, as its meetings are held only once in three years. The awards of the Congress will take the form of medals, diplomas or money prizes. Aside from the large prizes of \$1,500 and \$1,000 each which will go to experts, there is a prize of \$100, a gold medal and two silver medals offered for educational leaflets, that most interesting teachers being Class B for teachers, not to exceed 2,000 words. A circular may be had by addressing Miss Gertrude B. Knipp, Colorado Building, Washington, D. C.

James T. Harris, a graduate of the Marlboro, Mass., Business college, and instructor in the Lyndonville Military Institute, died in Louisville, Ky., in May, of acute indigestion. He had passed the Winter in Florida with pupils. He was only 21 years of age.

Friends of Mr. and Mrs. Daniel W. Hoff will sympathize with them in the loss of their daughter, Hildegarde, who had been critically ill for several days prior to her death on May 19th, at the age of five years. Mr. Hoff is well-known in penmanship circles and is supervisor of penmanship in the public schools of Lawrence, Mass.

Tenman Strl

PUBLISHED BY

THE NATIONAL PENMANSHIP PRESS HORACE G. HEALEY, EDITOR 229 BROADWAY, NEW YORK

TWO EDITIONS.

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tions in any number will be accepted at the same take inlogation the school year.

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\$3.00 an incb. Special rate on "Want" ads. as explained on those pages. No general ad. taken for less than \$2.00.

CHANGE OF ADDRESS.

Subscribers wishing to have their magazine sent to a new address should notify us promptly, giving the old address and specifying the edition, whether News or Regular. Notices must be received one full month in advance, that all copies may be received.

The one thing of which The Journal is proudest is that nine-tenths of the school proprietors and teachers that take the trouble to put it in the hands of their stucents at the clubbing rate think enough of the paper to send in their own subscription year after year for the News Edition at one dollar.

(Continued from preceding page.)

Brown's Business College, Galesburg, Ill., loses a very efficient principal in the resignation of I. N. Wright, which takes effect July 1st. Mr. Wright has been with the Galesburg school since 1902, and through his efforts it has become one of the strongest of the Brown institutions. Evidence of his standing among the business men of the town is shown by his selection as director of the Business Men's Club. He has been with the Brown Business College Company since its incorporation in 1890. Mr. Wright will rest for a year, at least, and may retire permanently to his fine stock and grain farm in Missouri. Many commercial men will envy him his opportunity to live the independent life of a country gentleman if he chooses to do so.

W. D. M. Simmons, secretary and treasurer of Draughon's Practical Business Colleges, after being absent for some time on account of the serious illness of his father, is now back at his desk in Nashville, Tenn.

C. G. Prince, supervisor of writing in the public schools of Bridgeport, Conn., and William B. Kelsey, principal of the Waltersville school, addressed the teachers of Fairfield on a recent Saturday afternoon. Mr. Prince took for his topic, "Praetical Penmanship; How to Teach It." Those who were fortunate enough to hear him received many valuable suggestions.

On May 20th Miss Helen Dell Eddy, of Denver, and Harry Eugene Barnes, of the Barnes School, were married at the home of the bride's mother. The Journal predicts that Mr. Barnes's new career will be as successful as that



H. M. Rowe.

The man bebind the Sadler-Rowe Company, Baltimore, Md. Twelfth of a series of "Men Bebind Great Business Enterprises Closely Associated with Commercial School Interests."

by which he is now so well and favorably known in Colorado-as a business educator.

Chrisman and Goshert, proprietors of the Columbia Commercial College, St. Louis, Mo., sent us an announcement of the removal of their school from 410 N. Ninth St. to the fifth floor of the Columbia Building.

We quote the following from the North-West News, Chicago, Ill., May 29th:

"The teachers and members of the Northwestern Business College Alumni gave-a surprise party to Principal and Mrs. J. F. Fish on May 20, their twenty-fifth anniversary, in the college halls. It was a complete surprise. Mr. and Mrs. Fish continued their school duties until the close of the evening classes, and a few minutes later were induced to return to the school rooms, to find the crowd in waiting for them. They received many handsome presents, among them a beautiful silver punch-bowl presented by Robert F. Rose on behalf of the teachers and members of the Alumni. Luncheon was served, after which a fine musical programme was rendered."

C. Spencer Chambers, Supervisor of Writing, of Covington, Ky., left on the 18th of June for a three months' stay in Europe. He will spend most of his time in the United Kingdom and in France.

RECENT JOURNAL VISITORS

- H. T. Loomis, Practical Text Book Co., Cleveland, Ohio. S. L. Jones, Easton, Pa., School of Business.
- I. M. Connors, Schenectady, N. Y.
- I. S. Brown, Brown's Business College, Bridgeport, Conn. W. W. Fry, Palmer College, Philadelphia, Pa.
- E. G. Parkinson, Norristown, Pa.
- George A. Deel, Eastman College, Poughkeepsie, N. Y. J. A. Kirby, Cable, Ohio.
- J. H. Park, Drake Business College, Newark, N. J.
- L. L. Branthover, New York City.

MOVEMENTS OF THE TEACHERS



H. HOWLAND, of Adrian, Mich., has purchased a half interest in the Heidelberg Commercial College, of Tiffin, Ohio.

A. M. Toler, Jr., of the Zanerian Art College, recently took charge of the penmanship department of the Twin-City's Business College, Winston-Salem, N. C.

H. A. Lough, of Elmira, N. Y., recently began work for the Columbus, Ohio, Business College.

J. P. Sanderson, of Easton, Pa., has engaged with the New Brunswick, N. J., Business College.

J. H. Bachtenkircher has resigned his position as supersisor of penmanship at Evansville, Ind., and will be located at Lafayette, Ind., next year, where he will supervise the writing.

Frank B. Carey, of Plymouth, Ind., has been elected as commercial teacher in the Winona, Minn., High School, to follow James M. Ford, who has held the position for two years.

Miss Virginia Ake, a graduate of Banks Business College, Philadelphia, and during the current year the principal of the shorthand department of the Pottstown, Pa., Business College, will have charge of the commercial department of the Vineland, N. J., High School next year.

The new commercial teacher in the Meriden, Conn., High School is S. S. Gaylord, who has been at the head of the commercial work in the Southwestern State Normal School, California, Pa. H. E. Congdon, the former commercial teacher in Meriden, is giving up the work because of ill health.

Wm. Heron, Jr., of Manchester, N. H., has engaged with the Huntsinger Business School, Hartford, Conn.

P. W. Harms, of Cleveland, Ohio, is now in charge of the bookkeeping department of the Hammel Business College, Akron, Ohio.

Emmett Friel, of Cloverport, Ky., has charge of the telegraphy department in the Seymour, Ind., Business College.

Daniel Bennett, of Custer, Ky., will have charge of the business department of the Clinton, Mo., Business College next year.

H. M. Munsford, of Highland Park College, DesMoines, Iowa, will be with the Kentucky Military Institute, Lyndon, Kv., next year. He will have charge of the commercial work.

O. W. Breidenthal, of Altamont, Kan., will have charge of the commercial department of Lexon College, Hopkinton, Iowa, next year.

Howard J. Conkling, of Forestport, N. Y., will be connected with the Troy, N. Y., Business College next year.

Rene Guillard, a Zanerian graduate, will assist C. W. Ransom next year in the Ransomerian Correspondence School of Penmanship, Kansas City.

George G. Wright, who has been the principal of the Merrill Business College at South Norwalk, Conn., this year, has been elected as commercial teacher in the Wakefield, Mass., High School.

The Euclid School, Brooklyn, N. Y., has added Miss Bessie Martin, of Brooklyn, as typewriting instructor and Mrs. M. C. Cuney, of New York, to its faculty.

C. S. Springer, of the Independence, Kan., Business College, has bought an interest in the Abilene, Kan., Business College, where he will be during the coming year.

J. H. Crann, of the Sioux City, Iowa, High School, goes to the Davenport, Iowa, High School.

Samuel E. Ziegler, of Abington, Pa., is to be a new commercial teacher in the Boys' High School, Reading, Pa.

A. H. Dixon, of Heald's Business College, Fresno, Cal., takes charge of the commercial work in Heald's College, Riverside, Cal.

M. T. Skinner, who has been in charge of the Eastern Shore Business College, Salisbury, Md., for some years, will be associated with the Rider-Moore & Stewart Schools, Trenton, N. J.

Miss Elizabeth Criswell, of the Morris, Ill., High School, goes to the Iron Mountain, Mich, High School.

- P. Hammel, formerly of the Hammel Business College, Akron, Ohio, has engaged with Toland's Business University, Nebraska City, Neb.
- T. G. Boggs, of Roanoke, Va., will be with the Bowling Green Business University, Bowling Green, Ky., this summer.
- S. E. Ruley, of Bradford, Pa., will be with the Creager School, Louisville, Ky., next year.
- J. C. Springman, now at the head of the commercial department of the Cleary Business College, Ypsilanti, Mich., has been chosen to follow Frank M. Erskine in the Grand Prairie Seminary, Onarga, III. Mr. Erskine goes to California to accept a business position.

W. A. Arnold, private secretary to Dr. F. R. Lane, of the Jacob Tome Institute, Port Deposit, Md., will follow Charles R. Osgood in the Passaic, N. J., High School. Mr. Osgood goes to the New York City schools.

C. E. Ball, for many years head commercial teacher in the Mankato, Minn., Business College, goes to the Nichols' Expert School, St. Paul.

D. E. Wiseman, Rider-Moore & Stewart Schools, Trenton, N. J., will have charge of the commercial work in the College of Commerce, Sharon, Pa.

R. W. Diehl, of the Valley City, N. D., High School, goes to the Central High School, St. Paul.

H. G. Ranney, of Northampton, Mass., becomes the new principal of the Berkshire Business College, Pittsfield, Mass.

G. W. Weatherly has placed L. O. Cummins, of the Western Normal School, Shenandoah, Iowa, in charge of his school at Carthage, Mo.

J. A. Kirby, of Hillsboro, Ohio, has accepted a position as head of the commercial department of the Rutherford, N. J., High School.

Mattie B. Hogsett, last year with Vories Business College, Indianapolis, goes to Wood's Commercial School, Washington, D. C., as head of the Gregg shorthand department.

G. W. Jones, for two years at the head of the commercial work of the Creston, Iowa, High School, will take charge of the commercial work in the DesMoines, Iowa, High Schools during the coming year while Clay D. Slinker enjoys a leave of absence for one year after a continuous service of twenty years.

A new commercial department has been established in Evanston Academy, which is a preparatory school for the famous Northwestern University, Evanston, Ill.

Miss Annie Simpson, of Great Barrington, Mass., is the new teacher of shorthand in the New Britain, Conn., High School

Roy V. Coffey, who went to the Akron, Ohio, High School last year as head of the commercial department, has been re-elected at an increased salary.

J. M. Pierce, of Indiana, Pa., will be in charge of the commercial department of the National Business College, of Roanoke, Va., next year.

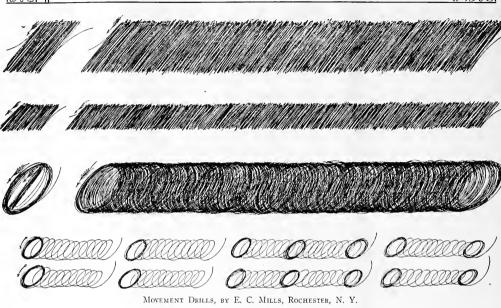
C. E. Bowman, of Montpelier, Vt., Academy, is the new commercial teacher in the Watertown, N. Y., High School.

Miss Rhoda Silliman, last year with Drake Business College, Newark, N. J., goes to the Northern Business College, Watertown, N. Y.

Clara Townsend, for two years special shorthand teacher in the Oshkosh, Wis., High School, will have charge of the shorthand department in the Spencerian Business College, Milwaukee.



Penmanship Copies for Summer Practice



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Business banquet banner beam band boom
Common comma command some camera
Dunn demand denounce dime drummer

Emmons eminent eminence inormous learn

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J. J. M. J. E. C. J. L. D. J. J. S.

J.J.S. A. C. J. M. M. P.K.

CED. L. J. M. E.M. B. J. J. C. D. C.

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Good writing is in demand.

Business Capitals, by G. C. Kreighbaum, Toronto, Ont.





Y FRIENDS—The question has often been asked me whether a woman loses her love for home life by going into the business field, and I have ever reiterated my statement that she does not. The proof of my assertion lies in the life of

Mrs. Candace Wheeler.

Not particularly educated, young, and country born, she was married at sixteen and removed to New York City with her husband. She was one of eight children, and therefore had received but a small share of the few luxuries that could be divided among so large a family when the parents were in very moderate circumstances.

Mrs. Wheeler inherited from her father his liking for everything beautiful in nature or mind, together with his following of those things that counted for true morality, all of which made him a conspicuous man in the community in which he dwelt. She had been bred in the country, where loveliness of color and sweet sounds prevailed, giving her not only the voluntary desire for the artistic, but causing it to become a necessity of her life. Therefore, when she was surrounded by the city's unnatural conventionalities she craved for the melody of the song-birds, and the general landscape serenity to which she was accustomed.

Therefore, if she could not have the actual, she felt she must have the nearest imitation to it which she herself could create by means of her brush and needle. She had always drawn, even from infanthood, when the daisies shed their petals upon her to show that they recognized her as Mother Nature's own child. Thus her early childhood was but an assimilation of knowledge of color schemes which proved of great assistance to her when her life became one before the easel and loom.

This desire for art made her a close companion of artists, and before many years, painting and art-embroidery were one with her own home life.

She was constantly advancing under the harsh and friendly criticisms of artists of New York City.

After a few years spent in this way, Mr. and Mrs. Wheeler bought a country home on Long Island, which they very fittingly named "Nestledown," for, even though Mrs. Wheeler was a business woman, she had great love for her home and her little family.

Their life was intervened at times by journeys to Europe, where both mother and children enthusiastically followed music, languages and art.

After her second European trip, Mrs. Wheeler began her public life. In coming into close contact with many women, she had discovered that there was a need of some sort of exchange whereby women could find means of selling the results of their artistic efforts. She had the true spirit, and by her own bright mind wrote what would to-day be known as circular letters, thus interesting the well-to-do women of New York in the matter and an "exchange was finally begun where needlework, tapestry and art-hangings could be sold and all of this work was to be done by women alone."

You will be surprised to learn that two hundred women immediately responded, showing both that they were much interested in Mrs. Wheeler's work and also her business ability to write a convincing letter.

These women formed themselves into what was known as the New York Society of Decorative Art. Painting, needle-work, wood-decorating and a few other arts were thoroughly taught.

To illustrate the great appreciation the public had for Mrs. Wheeler's efforts is the fact that women's exchanges were established all over the United States and even copied in Canada, Sweden and Germany.

The chief motto of Mrs. Wheeler's work seemed to be that woman's labor thoroughly trained was one of the necessities of the world.

Her first great work is the now famous drop-curtain of the Madison Square Theatre. Her ruling passion was to make needle-work an art by carefully blending colored silks into what actually is a silk tapestry. Her designs were mostly classical, such as Psyche at the fountain, Penelope weaving, or possibly well-known American characters, as Hiawatha and Evangeline.

The motive of her color arrangement was to have color foreground and natural prospective on the embroidery. She practically established an embroidery school, impressing upon all her students the importance of bold, strong designs, and also that brush textiles could be taught with as much portrayal of the beautiful as in painting.

Of course, this demanded a thorough study of ancient embroidery because, in time, her work was used for tapestry, draperies and upholsteries.

It is interesting to know that Warren and Fuller Company twelve or thirteen years ago offered two thousand dollars in prizes for the best designs for wall paper with the best architects of New York as judges. Mrs. Wheeler prepared one design in which bees, honeycomb and clover were prevalent. Her daughter, Dora, prepared another, and Miss Clark, who had studied with Mrs. Wheeler, submitted another. Nearly sixty designs from Germany, England, and France were offered from prize contestants. Two hundred others were accepted.

Imagine Mrs. Wheeler's pride when she was informed that she had secured first prize of one thousand dollars, her daughter the second, and two of her students the third and fourth. Was not this a record for Mrs. Wheeler? Four of the prizes were awarded to women, and there were a great many men competitors. Notwithstanding her own great success because of her individual ability, she believed that the crown was for her school where her method was "to teach women that they must bring perseverance, character and teachableness, as well as decorative skill to their work in the world."

Surely, she must have had the ability to execute and to teach as well as a big heart, else she could not number so many followers who love her for herself and her work.

(Continued on page 335.)



MANUAL OF LANGUAGE LESSONS. Cloth, 275 pp. F. R. Heath, author. The Phonographic Institute Company, Cincinnati, publishers.

A valuable addition to the literature pertaining to the use of the English language has been made by Mr. Heath. Starting with the simplest rules of grammar, the pupil takes up successively, synonyms, definition and use of words, capitalization, punctuation, composition, correspondence, spelling, etymology and homonyms. The book is written in a lucid style, which shows that the author has a complete grasp on his subject.

SPEECH OF ROBERT Y. HAYNE ON FOOTE'S RESO-LUTION. Paper, 53 pp. In the reporting style of phonography. Benn Pitman and Jerome B. Howard. The Phonographic Institute Company, Cincinnati, publishers.

One of the popular series of booklets published by the Beun Pitman people in the interest of their system of phonography, making the study of its outlines a fascinating pastime. It can be used to advantage, not only by the pupil in school, but by the stenographer engaged in amanuensis or reporting work.

TYPEWRITING AS EVIDENCE. Paper, 24 pp. Albert S. Osborn, author. Published by the author at Rochester, N. Y.

Typewriters have become so much a part of the business life of the country that it is highly important to have brought out, as Mr. Osborn has done, the value of a careful study of type peculiarities which may have great weight in determining the authenticity of legal documents. Mr. Osborn brings out the difference in the designs used on type of various machines, and by enlarging the impression shows how clearly the slight defects of the type may be noted, even by the untrained eye.

FREDD'S PENMANSHIP COMPLIER. Manufactured by the Chicago Inventors' Co., Chicago, Ill.

This is a little device consisting of a wooden frame upon which is fastened a piece of metal grooved in such a way that by following the grooves with a metal pencil the pupil gets the forms of horizontal and vertical lines and ovals used in penmanship practice. The purpose is to thoroughly familiarize the pupil with the movement before giving him pen and paper.

OBITUARY

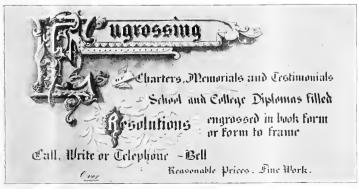
The death of George H. Patterson, president and part owner of the Office Applicances Company, at the early age of thirty-five, is a distinct loss to the business world. Born in Ottawa, Canada, October 27, 1872, he spent his youth and early manhood in New York City, and in 1887, after finishing his course in the public school, secured a clerkship in a law office with the intention of studying for the bar. Here ne found his life work mapped out for him, although not as he had expected, for it was in this office that he became familiar with the typewriter and was soon taking dictation direct on the machine at a high rate of speed.

From typewriter operator to typewriter demonstrator was but a step. His mastery of the machine soon brought him to the attention of typewriter manufacturers, and in 1890 he became a member of the staff of the Williams Typewriter Company, as expert demonstrator. One of the most striking specimens of his work was a portrait of Major McKinley, made with the period sign alone without removing the paper from the platen. Early in his career he conceived the idea of a publication which should be devoted to the advancement of the interests of manufacturers of office supplies generally, and typewriters in particular, and the result was the establishment in 1903 of "The Typewriter Journal and Office Systems." Since that time the name has been changed two or three times, assuming permanent shape in "Office Appliances," now of Chicago, under which it has been remarkably successful.

Last fall his health began to give way and he grew steadily worse until his death on March 28. He is survived by his wife, his father, two brothers and a son, who have the sympathy of the business world which is so deeply indebted to him. His death is unquestionably the direct result of unremitting devotion to duty. He was a warm personal friend of the editor of THE JOURNAL, who knew him to be a man of high principle and rare personal charm.

"Years ago it was said that The Journal could not be improved upon, but you have certainly succeeded in improving it with every issue. I greatly admire the most excellent courses you are now running in penmanship."—H. B. Lehman, St. Louis, Mo.

March 30, 1908.





Proposed Arrangement of Stars for "Old Glory."

Designed by D. W. Hoff. Lawrence. Mass. As other States are admitted new stars may be incorporated in this design without disturbing its symmetry or changing its character.

ANNUAL CLEARING HOUSE SALE

In the publishing, as in other businesses, odds and ends of old stock will accumulate, and in order to get rid of the old and make room for the new it is necessary to quote a price so far below the actual value as to make it an absolute bargain. In order to move the old stock on our shelves, all in just as good condition as the day it came from the printers and exceptional value even at regular list price, we are quoting some figures that ought to prove irresistible.

Those Flickinger Alphabets are the best work of a master penman, and if you are interested in the best there is—we question whether there will ever be anything better in that line—you will get a set. The \$1.00 edition, handsomely bound in cloth, with gold stamp, now 50 cents. In paper covers, thousands of copies sold for 75 cents, now only 25 cents, or five for \$1.00, and the slips, just like the more expensive sets, but unbound, big value at former selling price, 50 cents, now 20 cents, six for \$1.00.

We have a few of the Penman's Art Journal Library No. 1. They wouldn't last long, anyway, but we need the room, so these books of ornate writing, printed on neavy plate paper, well bound, containing the best work of such penmen as Lyman P. Spencer, Shaylor, Root, Gaskell, Schofield, Dennis, Farley, A. D. Taylor, Kelchner, Zaner, Madarasz, Flickinger—about \$10.00 worth of actual value—may be had at 25 cents each. Your neighbor paid 60 cents for his.

Penman's Art Journal Library No. 2, Engrossing, was published at \$1.00, and some of the purchasers insisted that we ought to charge \$2.00 for it, but we let them have this superb volume, embodying masterpieces of the world's most famous engrossers, gems from the workshops of Ames and Rollinson, Dennis, Holt, Geyer, Costello, and many others, at half their own valuation of it. We are going to let you have one for 50 cents.

A. D. Taylor was one of the best penmen of the country at the time of his death, and his work is still standard. We have a few sets of twenty-four slips from his pen which are just the thing for self-instruction. Twenty-five cents was

cheap enough, but the last of them may be had for 15 cents. We pay postage on all these goods. Here's a good opportunity for a hustling student to make some money. One pupil in every one of a thousand business schools in the country should be able to sell a dozen or two, at least, of each, only there wouldn't be enough to supply the demand. But they're here now waiting to be taken. You know the address, just Penman's Art Journal, 229 Broadway, New York

FRESH BUSINESS LITERATURE

An expensively gotten up yet very tasteful catalogue is that of the Minneapolis Business College. It gives excellent reasons why the prospective pupil should select a large city for his commercial education, and why Mr. Rugg's school in particular is to be chosen. Many handsome half-tones adorn the pages.

S. McVeigh, principal of the Bliss Business College, North Adams, Mass., assumes personal responsibility for all the statements appearing in the catalogue of his school. He holds to the excellent doctrine that a short, inferior course does the pupil more harm than good, and lays strong emphasis on the vital importance of thorough preparation. Both Mr. and Mrs. McVeigh have worked hard and succeeded in building up one of the best institutions of the kind in New England.

The latest catalogue of the MacCormac School, Chicago, is not a large one, but the motto of the school, quality, has been adopted in preparing the announcement. A half-tone heads every page and the margins are artistically decorated. Mr. MacCormac's statements in the body of the catalogue are conservative and forceful.

From the Joplin, Mo., Business College we have received a neat little booklet containing reproductions of the work of the typewriting department of that school. Aside from the neatness of the work displayed, and the novelty of the idea, the pages contain a number of valuable pointers for commer cial school pupils who hope to succeed in business. Miss Mary E. Garton is the efficient principal of the department.

The 1908-9 catalogue of the Grand Island, Neb., College indicates that the school is entering on its fourteenth year with promise of increased prosperity. The school has a strong commercial department.

Henry M. Sayre, who has charge of the commercial department of the State Preparatory School of Colorado, sends us the 1907-8 catalogue of the institution. In quality the four-year commercial course stands abreast of the best.

Full information regarding the Summer School of the Rochester, N. Y., Business Institute, is given in the Summer school bulletin which is now on our desk. The school opens on July 6th and closes on the 14th of August.

Business college journals have come to hand as follows: Systems Educator, Business Systems Commercial School, Toronto, Ont.; Opportunity, Monroe, Wis., Business Institute; Spencerian, Spencerian Commercial School, Louisville, Ky.; Draughon's Progress, Draughon's Business College, Ft. Scott, Kans.; Commercial World, Battle Creek, Mich., Normal and Business College.

Booklets, folders and other advertising literature have been received from Creager's Business School, Louisville, Ky.; Newark, Ohio, School of Commerce; Platt's Select Business School, Hoboken, N. J.; Home Study School, Bradford, Pa.; Nichols Expert School, St. Paul, Minn.; Macon & Andrews College, Memphis, Tenn.; R. L. Harman, Wellsville, Pa.; Albin-Williams Studio, Portland, Ore.; American Book Co.; Cincinnati, Ohio; W. E. Dennis, Brooklyn, N. Y.; B. D. Berry Co., Chicago, Ill.; Practical Text Book Co., Cleveland, Ohio.



THE JOURNAL'S PENMANSHIP CERTIFICATE

Since our last issue the following have received The Journal's certificate:

Orange Union High School, Orange, Cal., Alfred Higgins, instructor: Magdalena Behrens, Lena M. Clougo, Maud Green, Mignonette Greenleaf, Carolyn Haughton. Eleanore Taschner, Myrtle E. Thompson.

Drake Business College, Passaic, N. J., L. M. Arbaugh, instructor: Emma Bauknecht, Raymond C. Offt, Sarah R. Walker, William S. Armitt, Adeline R. Oswald, Louis C. Kunz, Jennie M. Moutalant, Agnes R. Pfankuchen, Elrad R. Pfankuchen, Elva M. Bensen, Ted Partington, Elsie E. Dros, Helen Haenichen, Florence C. Thompson, Jennie Smith, Minnie Casson, Anna E. Horan, Joseph E. Skvarla, Louis W. Baumgart, Garry DeKorte, Agnes M. D. Starr.

Bradford (Pa.) High School, M. B. McDowell, instructor: Paul Dickson, Charles A. Green, Willard K. Hatch, Pearl Lynch, William C. Schorman, Hazel Duggan, William Hogan, Agnes E. Burns, Sarah F. Yampolski, Ella Spinney, S. Earl Knapp, M. E. Healy.

St. Paul's College, Varennes, P. Q., Canada, Brother Athanase, instructor: Francois d'Assises Harbour, Antonio Mondou, Huet Massue, Raymond Prudhomme, Arthur Grenier, Leandre Collette, R. Plessis Belair, Joseph Langlois, Taucrede Trudeau, Edouard Provost, J. B. Langlois, Wilfred Benord, Paul Goulet, Alexandre Savaria.

Lutheran Normal School, Madison, Minn., A. K. Feroe, instructor: L. T. Sunde, Lars Seljevold, Ella Feroe, Rebecca Swenson, Ida Rono, Clara Peterson, Hans Nelson, Olaf Odden.

Technical High School, Toronto, Ont., J. J. Bailey, instructor: Jeanette D. Stephen, Gladys E. Strowger, Norma C. Reid, Gladys A. Scott, Myrtle M. Hill, Nellie M. McKinney, Sadie I. McAlpine, Kate S. Woods, Edna E. Grant, Pearl S. Letsche, Christine C. Fraser, Gladys N. Gearing, Ethel M. Gorman, Mabel E. Defoe, Mabel G. Johnstone, Cora M. Freeman, Hazel I. Murphy, Mary Letts, Josephine G. May, Margaret M. Ross, Jessie W. McIntosh, Lillian Stein, Hilda F McLeod, Florence M. Llewellyn, Eva V. McDougall, Fyvie M. Rhind, Gertrude A. Bayless, Lena S. Curry, Hazel M. Armstrong, Jennie L. May, Evelyn M. Foley, Marjorie Crawford, Marie Handel-Conner, Ada Compton, Marjorie C. Thompson, Milie K. Garratt, Irene M. Fisher, Florence E. Coles, Gertrude H. Tomlinson, Mona B. Banks, Gladys Hoath, Beulah Goggin, Dora M. Moir, Alberta V. Bryce, Etta B. Sutherland, Dolly M. Armitage, Christine B. Kay, Ethel S. Mumford, Margaret S. Pollock, Elsie V. Moull, Gertrude Thicke, Herbert C. Oliver, Howard D. Moore, Charles M. Pratt, Fred N. Frost, Gordon W. Nicholson, Irving C. Hall, Wilfred H. Spearman, Gordon E. Kennedy, Godfrey K. Philpott, Noble E. Gerry, Ryland McLachrie, Max Hartman, Elmore M. Peer, Frank Landon, Leslie Wright, Howard Shook, David A. McDonald, William C. Mumford, James H. Thornton, William A. Johnston, John J. English, Edward W. Sturgeon, Bert G. Dean, Samuel E. Clark, Charles I. Hodgkinson, Gordon W. Nicholson, Harry Pim.

Eastman College, Ponghkeepsie, N. Y., S. E. Leslie, instructor: C. J. Steitz, William A. Lennon, W. C. Watson.

Canada Business College, Hamilton, Ont., Claude Ferguson, instructor: Roy C. Van Dyke, Ethel J. Gay.

Northwestern College, Naperville, Ill., A. C. Gegenheimer, instructor: Alfred O. Schmidt.

Alberta College, Edmonton, Alta., D. Elston, instructor: M. S. Ebv, W. D. Craig.

Douglas Business College, Uniontown, Pa., H. C. Joy, instructor: D. S. Morgan and H. C. Joy.

Drake College, Newark, N. J., M. F. Bellows, instructor: Richard Schmidt.

Heald's Business College, Santa Cruz, Cal., J. W. Flannigan, instructor: H. Leonard.

University of N. D., Grand Forks, N. D., H. C. Ritter, instructor: G. G. Gudmundson.

St. Mary's College, Monroe, Mich., Sister Mary Germaine, instructor: Phyllis Wilkinson, Emeline Goetz, Helen Cunningham, Hazel Suits, Alice Moeller, Louise Hoffman, Loretta Sturn.

Gowling Business College, Ottawa, Ont., J. D. McFadyen, instructor: Noelie Daoust, Alvira Young, James L. Legree, Rhona Kyle, Jessie Farquharson.

Gem City Business College, Quincy, Ill., J. M. Latham, instructor: Bailey W. Ashworth, Frank H. Hilgenbrinck.

Monroe (Wis.) Business Institute, George Wilkinson, instructor: Merle J. Milliken, Anna Figy.

St. John's Academy, Rensselaer, N. Y., John F. Glavin, instructor: Edward Groark, John C. Kelley, Elia Bogardus, Louise E. Duffy, Katherine C. Murphy, Anna Delaney, Florence A. Riley, Frank McGuire, Thomas Howard, Agnes McDonald.

George Benton, Albany, N. Y. D. E. Gardner, Albany, N. Y. W. A. Hendrix, Morriston, Fla. Fred Spinug, Hoboken, N. J. H. Lalande, Montreal, Can. A. B. Lerner, Albany, N. Y.

(Continued from page 332.)

She has been one of the managers of the Cooper Institute, lecturing on textiles. She is philanthropic, as she has had much to do in the originating and managing a self-supporting hotel for women.

To me, one of the most beautiful characteristics of her life is the fact that she has been an adorable mother in a home where specimens of her art are everywhere predominant.

In her Long Island residence all rooms are decorated with her productions. Her dining room is papered in the wall paper for which she received the one thousand dollar prize.

She has met with fame and prosperity by the thoughtfulness of others, by carefully utilizing her time and devoting herself to her talent. Verily the parable of the talents has a splendid example in this noble woman.

Is not here a lesson for you to prove, that no matter how deeply we may go into business, still we may have what should be a woman's chief charm, a sweet disposition?

NOTICE THE DATE ON YOUR WRAPPER

A NUMBER OF JOURNAL SUBSCRIPTIONS EXPIRE WITH THIS ISSUE. If yours is one of them the date on the wrapper will fully inform you. Have you not found THE JOURNAL genuinely helpful in your work? If so, would it not be wise to send us at once 75 cents for recewal or \$1.00 for subscription to the News Edition, and we will enroll you on our Professional List, which contains the names of a great majority of leading business educators? CHANGE OF ADDRESS—Subscribers wishing to have their magazines sent to a new address should notify us promptly, giving the old address and specifying the edition, whether News or Regular. Notices must be received one full month in advance, that all copies may be received. Do not bother the clubber or teacher who sent in your subscription, but write to this office direct.



ORNAMENTAL WRITING AND FLOURISHING, BY II, P. BEHRENSAIEYER, QUINCY, ILL.

THE STUDENT'S OWN PAGE

ቚቚቝዀዀዀዀዀዀዀዀዀዀዀዀዀ**ዀቔ**ቝዀዀዀዀዀዀዀዀዀዀዀዀዀዀዀዀዀዀዀዀዀዀዀዀዀዀዀዀዀ

Pay the bearer \$ 490 cin full of account. 2 Good manners adown youth and old age. If you disire to become a good writer, 5 none none none none none none A specimen of my penmanship Thes is a specimen of my plain business Canama Canama Canama Canama I am gaining some in my writing. 10 I you desire to become a good zinnar zonnar zonnar zonnar Combine arm movement and form. Many men mining in an iron mine. Hommand you may your hand to write. 15

The above specimens were written by the following: I. C. W. Duff, student of E. T. Overend. Pittsburgh, Pa., Academy. P. E. H. Gilbert, student of R. A. Spellman, Bristol County Business School, Taunton, Mass. 3, John Kolar, student of M. W. Cornell, Central Business College, Chicago, Ill. 4, Miss. S. S. Searle, student of Miss Bertha W. Fergy son, Salem, Mass., High School, 5, Lillian Nordquist, student of J. D. Todd, Salt Lake City, Utah, High School, 6, Raymond Offt, student of L. M. Arhaugh, Drake Business College, Passaic, N. J. 7, Alida Loveless, student of J. J. Hagen, American Business College, Minneapolis, Minn. S. Nan K. Bryde, student of J. F. Nixon, Connecticut Business College, Middletown, Conn. 9, Florence C. Fumple, student of J. D. McPadyen, Gowling Business College, Ottawa, Ont. 10, R. R. Schmidt, student of M. F. Reliows, Drake Business College, Ottawa, Ont. 10, R. R. Schmidt, student of M. F. Reliows, Drake Business College, Ottawa, Ont. 10, R. R. Schmidt, student of M. F. Reliows, Drake Business College, Ottawa, Ont. 10, R. R. Schmidt, student of M. F. Reliows, Drake Business College, Ottawa, Ont. 10, R. R. Schmidt, student of M. F. Reliows, Drake Business College, Ottawa, Ont. 10, R. R. Schmidt, Student of M. F. Reliows, Drake Business College, Ottawa, Ont. 10, R. R. Schmidt, Student of M. F. Reliows, Drake Business, Concord, N. H. 15, Alice Moeller, student of Sister Mary Germaine, St. Mary's College, Monroe, Mich.

DEPARTMENT OF BUSINESS PRACTICE

KEEPING A BANK ACCOUNT



HIS month I want to discuss a subject which is very simple so far as principles are involved, and yet it is important and frequently carelessly handled. I have reference to the bank account and the proper method of keeping it.

You who are studying bookkeeping have become familiar with the use of the check book. When you issue a check you also fill out the stub and place the amount of the check in the money column of the stub. Many pupils, and bookkeepers as well, also place the amount of each deposit in this column, the plan being to carry the balance right along from check to check. When the first deposit is made, it is entered in the money column of the check book stub. When a check is drawn, it is subtracted from the deposit and the balance is brought down. Another check is drawn and another process of subtracting takes place. When another deposit is made, it is added to the last balance. Generally speaking, business houses use check books with from three to twelve checks to the page. Thus, when the above method is used many subtractions and frequent additions appear in each money column of the check book stubs. To say the least, this results in confusion, and is a source of many errors. My experience has been that those using this method are prone to become very careless in keeping their bank account, and frequently have check books which are "sights to behold."

If you have been keeping your bank account in the manner just described, I believe you will find another method much more satisfactory in every way. The back of each stub is usually ruled with date and money columns. When the first page of checks is used, turn the stubs over and you will then have a money column at the left for deposits and discounts and a column at the right, on the next page of stubs, for the checks. Of course, there will be no column at the left of the first page of stubs, and, as a result, no place for the deposits made while the first page of checks is being used. This trouble may be remedied by ruling date and money columns on the inside page of the check book cover, and entering deposits there until the first page of checks is used, or the first page of blank checks may be torn out and by turning the stub over you have the right and left columns to begin with. When you have the first page of checks used, foot the check column; also foot the deposit column. The footing of the check column may now be carried across to the deposit column and be deducted from the total deposits, the result representing the balance in the bank, which you will carry to the top of the next column for deposits, which, of course, will be on the back of the stubs from which the checks have last been removed. By this plan you have nothing but checks in one column and deposits in the other, and the only computations which have been performed are at the foot of the columns. Another plan, slightly different, is to carry forward the total footing of each check column from page to page, as well as the footing of each deposit column, no balance being struck until the end of the month. You will find either one of the methods just described far better than the plan by which checks and deposits are all in one column, resulting in confusing additions and subtractions.

At the end of each month the bank balances the pass books of its customers, and returns all checks which it has paid during the month. Not a great many years ago the banks balanced their customers' pass books by listing each check separately on the right-hand page. The difference between the left-hand page, representing deposits and other credits for the month, and the right-hand page, representing checks drawn during the month, would be the balance which the bank had to your credit at the end of the month. This balance would be entered in red ink and the book would be footed and ruled. Since the advent of the adding machine and other modern methods, however, the plan has changed so that now when your pass book is returned by the bank, if it is balanced at all, simply the total checks are entered on the right-hand side. Instead of listing the checks in the pass book, they are listed by the adding machine on a narrow strip of paper. The checks and strip of paper are returned to the depositor in an envelope. On the outside of the envelope are entered the balance for last month and this month's deposits. From this total is deducted the total checks for the month, the result being the balance now to your credit at the bank.

It is now necessary to see whether or not this balance agrees with the account which you have kept in your check book. When you write a check the amount is at once entered in your own books, but the bank, obviously, will not deduct it from your account until they have paid it. At the end of the month there are usually several checks which have not yet been presented at the bank for payment, and which have not, of course, been deducted from your account by the bank. For this reason your balance shown by the bank should be larger than the balance in your own check book by just the amount of these checks not returned. When the paid checks come from the bank, compare each one with its stub. As they are found to agree place check marks on the stubs. When this has been completed, the unchecked stubs will represent the checks not returned by the bank. Get the total of these unchecked stubs and deduct it from the balance as shown by the bank's statement. The result should agree with the balance as shown in your check book. If they do agree, both your work and the bank's have been proved to be correct.

Many bookkeepers make this test roughly on a pencil pad and do not preserve the work. A much better plan, however, is to prepare what is called a reconciliation sheet and keep it on file. On a sheet of paper list each outstanding check with its number. Show the total of these checks and to it add the balance as shown in your check book. The result will be the balance as shown by the bank's statement. This work is sometimes done on the back of the check stubs. When the bank returns your checks for the next month, those which appeared on the previous reconciliation sheet should be checked on that sheet as well as on the check stubs. If any checks which appear on one reconciliation sheet are not returned with the next month's checks, they should be the first ones listed in the next reconciliation sheet.

(Continued on page 345.)

THE JOURNAL'S GALAXY OF PENMEN AND BUSINESS EDUCATORS



E. S. Watson, Williamsport, Pa.



S. C. Bedinger, Sedalia, Mo.



J. W. Westervelt, London, Ont.



E. S. Hewen, Jacksonville, Fla.



C. A. Bliss, Columbus, Ohio.



J. F. Fish, Chicago, Ill.



C. H. Hoggatt, Decatur, fil.



G. H. Towley, St. Peter, Minn.



W. K. Crouthamel, Trenton, N. J.



U. Curtis, Lake City, Minn.



D. C. Tubbs, Charleroi, Pa.



W. N. Ferris, Big Rapids, Mich.



J. M. Lantz, Waynesboro, Pa.



H. G. Yocum, Massil'on, Ohio.



C. W. Ransom, Kansas City, Mo.



I. G. Strunk. New A'bany, Ind.



W. R. Terhune, Rushville, Ind.



W. H. Coppedge, Washington, D. C.



J. A. Book, Manitowoc, Wis.



Earl Tharp. New York City.



C. C. Cring. Indianapolis, 1nd.



P. W. Clark. Louisville, Ky.



F. W. Millhouse. Owen Sound, Ont.



L B. Edgar, Chattanooga, Tenn.



Hastings Hawkes, Washington, D. C.



J. C. Strassburger, Milwaukee, Wis.



H E. Watson, Fresno, Cal.



C. F. Sherman, Mt. Vernon, N. Y.



E. G. Miller, Mt. Morris, Ill.



A. Higgins, Orange, Cal.



H. T. Tanner, Cleveland, Ohio.



M. M. Higley, Spokane, Wash.



O. N. Cord, Chicago, Ill.



M. A. Conner, Bath, Me.



J. H. Cox, San Jose, Ca'.



G. E. Van Buskirk, Newark, N. J.



M. E. Bennett, Pittsburg, Pa.



O. T. Johnston. Los Angeles, Cal.



F. T. Weaver. East Liverpool, Ohio.



C. A. French, Boston, Mass.



A. T. Scovill, Sterling, Ill.



H. D. Goshert, St. Louis, Mo.

OHIO BUSINESS EDUCATORS' ASSOCIATION

The second annual convention of the Ohio Business Educators' Association was held at the Meredith Business College, Zanesville, May 15 and 16. It was largely attended and presented a most enthusiastic appearance.

FRIDAY MORNING.

The address of welcome was to have been delivered by Mayor Gorrel, of Zanesville, but owing to important business he found it impossible to be present, and the address was given by R. L. Meredith, president of the Meredith Business College, Zanesville. Response by John T. Yates, Bliss College, Newark.

President's address, A. D. Wilt, Miami Commercial College, Dayton. Mr. Wilt spoke of the necessity of a business education for young men and women; also of quite a number of the high school students being deficient in their knowledge of mathematics and the "Mother Tongue" on leaving high school. He outlined a course of study for our high schools more in harmony with the needs of the times and traced the relation of commercial school work to the public school and university courses of study.

FRIDAY AFTERNOON.

"Business Education and Its Relation to Accountancy," by J. S. M. Goodloe, C. P. A., Columbus, was a masterly paper on a most interesting subject.

"Government Insurance of Bank Deposits," by J. T. Henderson, Oberlin Business College, supported the affirmative side of this question in arguments that seemed unanswerable

2:30—Adjournment to boat landing for boat ride on the Muskingum River, lunch and ice cream being served on the boat. An excellent time and delightful ride was enjoyed by all.

FRIDAY EVENING.

"Touch Typewriting," by Miss M. E. High, Bliss College, Columbus. Miss High spoke of there being no more important study to-day than typewriting, and one no more neglected, but that skill depended largely on the student. Discussion led by Miss E. M. Johnston, Elyria Business College.

"How I Teach Penmanship," by M. A. Adams, Marietta Business College. Mr. Adams's paper was well received and created considerable discussion.

SATURDAY MORNING.

"Rapid Calculation Drills; How Much Time Should Be Given and Scope of the Work," by R. D. Mitchell, Sandusky, was a sensible and able discussion of this important subject.

"Position Defined; Its Importance in Building a Business Handwriting," by C. P. Zaner, Zanerian Art College, Columbus. The discussion was led by J. T. Henderson, Oberlin Business College. This subject created great interest and a general and most profitable discussion.

General R. B. Brown, ex-commander-in-chief, G. A. R., delivered the principal address of the occasion; subject, "The Young Man in Business," Responses by Jerome B. Howard, Phonographic Institute, Cincinnati, and R. D. Mitchell, Sandusky Business College. General Brown's address was an inspiring and cloquent effort.

"Shall Correct Accounting Principles Be Taught to Beginners?" by H. L. Leister, Meredith Business College, Zanesville, was a very thorough and capable essay on a timely subject.

"English; Its Importance in a Business Education," led by John T. Yates, Newark, was a masterly discussion of an important phase of business education. The managers' section now retired to another department for general discussions, as follows:

What Kind of Advertising Is the Most Advantageous? Are Commencement Exercises Advisable?

Length of Courses of Study and Rates of Tuition,

The teachers' section was addressed by W. O. Crosswhite, Sandusky Business College, on "Percentage and Its Applications." Mr. Crosswhite presented this subject in an original and novel manner and created great interest.

The following officers of the association were elected for the ensuing year: President, R. L. Meredith, Zancsville; Vice-President, John T. Yates, Newark; Secretary Treasurer, R. D. Mitchell, Sandusky. Teachers' Section—President, J. T. Yates, Newark; Vice President, Miss E. M. Johnston, Elyria; Secretary, C. S. Jackson, Newark. Committee on Supplies—E. E. Admire, Dayton; R. D. Mitchell, Sandusky; A. McFadyen, Columbus.

The next meeting will be held in June, 1909, at the Sandusky Business College, Sandusky.

A. D. Wilt, of Dayton, retiring president, was presented with a handsome gold-headed cane, the presentation speech being made by Jerome B. Howard, of Cincinnati. This feature of the occasion was not on the programme, but proved to be an enjoyable event both to the recipient and to the donors.

Taken all in all, the convention was pronounced a great success. Everybody seemed to enjoy the feast of reason, and nothing occurred to mar the occasion.

EDITOR'S SCRAP BOOK



C. CRAFT, of the National School of Business, Concord, N. H., swings a very skilful ornamental quill, which fact we note, from some signatures received.

J. W. Baer, the well-known penman, of Phoenixville, Pa., sends The Journal photographs of two sets of resolutions which he executed. The work was done in Mr. Baer's usually high grade manner, and he is to be congratulated on his skill as an engrossing artist. We also wish to acknowledge receipt of some beautiful ornamental cards written by Mr. Baer. We are going to give them a conspicuous place in our scrap book.

J. W. Washington, of South Boston, Mass., again favors us with some of his ornamental penmanship. His work ranks among the best.

S. G. Edgar, the new instructor in the MacCormac School, Chicago, Ill., writes a splendid business hand, as is noted from some specimens of his work which we have before us.

Nicely written superscriptions in both the ornamental and business styles have been received from C. J. Gruenbaum, Lima, Ohio; J. W. Washington, South Boston, Mass.; G. T. Wiswell, Louisville, Ky.; George Van Buskirk, Newark, N. J.; J. J. Hagen, Minneapolis, Minn.; H. C. Spencer, Winsted, Conn.; A. S. Osborn, Rochester, N. Y.; A. W. Hemmert, Wapakoneta, Ohio; S. E. Leslie, Ponghkeepsie, N. Y.; C. E. Baldwin, Columbia, Mo.; J. F. Siple, Philadelphia, Pa.; D. Elston, Edmonton, Alberta; J. D. Todd, Salt Lake City, Utah; George A. Race, Jamestown, N. Y.; W. A. Hendrix, Morriston, Fla.; L. C. McCann, Mahanoy City, Pa.; H. P. Behrensmeyer, Quincy, Ill.; A. H. Steadman, Cincinnati, Ohio.; A. Haviland, Buffalo, N. Y.; A. D. Skeels, Detroit, Mich.; H. K. Williams, Portland, Ore,; F. W. Tamblyn, Kansas City, Mo.; C. W. Ransom, Kansas City, Mo.; M. B. Moore, Morgan, Ky.; E. Warner, St. Catharines, Ont.; J. D. McFadyen, Ottawa, Ont.; R. W. Ballentine, Chicago, Ill.; Adolph Mohler, Kewanee, Ill.; L. Faretra, Boston, Mass.



FLOURISH, FROM TOBY'S BUSINESS COLLEGE, WACO, TEXAS.

STUDENTS' SPECIMENS

We have received from the following schools some splendid work by the students in business writing:

International Business College, Ft. Wayne, Ind., J. N. Fulton, instructor.

Drake Business College, Newark, N. J., M. F. Bellows and J. H. Park, instructors.

Salem, Mass., High School, Miss Bertha W. Ferguson, instructor.

National School of Business, Concord, N. H., C. C. Craft, instructor.

Technical High School, Toronto, Ont., J. J. Bailey, instructor.

Canada Business College, Hamilton, Ont., Claude Ferguson, instructor.

Orange, Cal., Union High School, Alfred Higgins, instructor.

Chicago, Ill., Business College, R. W. Ballentine, instructor.

American Business College, Minneapolis, Minn., J. J.

Hagen, instructor.

Rutland, Vt., Business College, L. J. Egelston, instructor.

Rutland, Vt., Business College, L. J. Egelston, instructor.

Orchard City College, Flora, Ill., T. B. Greenlaw, in-

Magnolia City Business College, Houston, Texas, T. J. Atwood, instructor.

Gowling Business College, Ottawa, Ont., J. D. McFadyen, instructor.

Salt City High School, Salt Lake City, Utah, J. D. Todd, instructor.

Donglas Business College, Uniontown, Pa., H. C. Joy, instructor.

Lima, Ohio, Business College, C. J. Gruenbaum, instructor.

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Arnold, instructor.

Alberta College, Edmonton, Alta., Can., D. Elston, instructor.

Heald's Business College, Santa Cruz, Cal., J. W. Flannigan, instructor.

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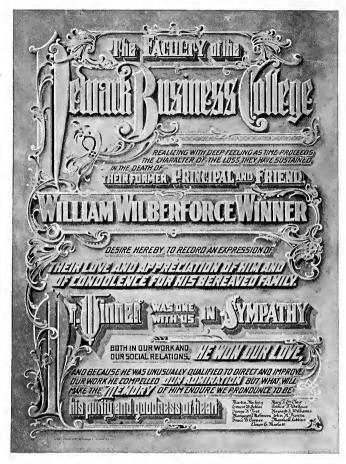
The Faculty and the Senior Class of Saint Mary's, Monroe, Mich., desire the honor of your presence at the Commencement Exercises on the afternoon of Thursday, June 18th, three o'clock.

The Class of North Western Business College, Naperville, Ill., requests the honor of your presence at the Commencement Exercises on Saturday evening, June 13, 1908, at eight o'clock, College Chapel.

The Class of 1908 of the Spencerian Commercial School, Cleveland, Ohio, requests your presence at the Sixtieth Annual Commencement on Thursday evening, June 18, 1908, at eight o'clock. Euclid Avenue Baptist Church.

You are cordially invited to attend the Tenth Annual Commencement of the Greer Business College, Braddock, Pa., on Friday evening, June 19, 1908, at eight o'clock, Carnegie Hall.

Twenty-second Class Goldey Wilmington Commercial and Shorthand College request your presence at the commencement Exercises, Monday, June 8, 1908. Grand Opera House.



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WANTED-"CLERK FACTORIES"-(GOOD ONES)

We don't hear quite so much of "clerk factories" as we used to in connection with commercial schools. Now and again some business college man who has been drafted into what he is pleased to call a "higher institution" with a three or four years' course, short hours and a fat salary, is moved to issue some sort of toploftical pronouncement, which makes it very plain that his school is not a "mere bookkeeping and amanuensis factory." All a young man has to do, if we may read between his modest lines, is to go to one of these schools and come out a finished product-the real thing in the business line. It is some eight or ten years since THE JOURNAL first observed this modern tendency, and even with a four year course, there has been time for five or six erops of the "finished" business product. Yet the names of those who jumped from these schools to the headship of great corporations somehow have evaded us. The Journal is and always has been in sympathy with the broadest business training. But boys who can afford to take four years out of their lives to study business methods unquestionably are rare, and it is at least a debatable question whether they don't get really more real business training in one year from a special business school that focuses its efforts on a given point.

After all it comes to this! All the talk about "clerk factories" is silly. What the employer wants is a book-keeper or a stenographer, and he doesn't care a rap where or how the person whom he employs acquired his knowledge and skill. Moreover, he isn't hunting around for somebody to manage his business. If he were, he wouldn't be looking for some one fresh from school. The private school is a clerk factory and ought to be. Its function is to turn out good bookkeepers, stenographers, penmen, etc.,—young people who will give a fair return for a fair wage. There is room for plenty more "factories" that will turn out business help of this brand.



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Abstracts from an Address delivered by LESLIE M. SHAW, Ex-Secretary of the Treasury before the Students of Packard School, New York

You will need several things to succeed: First, an education. That leads me to say that there is a wrong impression in this land concerning the question, What is an education? Is it knowing a certain number of facts? If so, how many facts will you have to know before you are educated? You can go downtown to a shop and buy for a dime a little book and carry it in your pocket that will contain more facts than any man, living or dead, knows, or ever did know. And you might commit them all to memory, and you wouldn't be educated. No! Education is not gathering facts. Few of you are farmers' boys, I judge, but I presume that you all know enough about agriculture to know that there is a great difference between a granary and a grist mill. If I have any criticism for schools, it is that they are making granaries and getting the pupils to accumulate facts and remember them, instead of teaching them how to grind facts. Do you get the point? Just learning something, instead of putting things together and grinding them and getting the use of your mind, not the use of your memory. One of the difficulties is that you cannot concentrate your thoughts. This age of ours is not conducive to education; it is not friendly to education. We have too much to do and too many things brought to our attention ever to do much thinking; but you will have to do some thinking if you are going to succeed. I cannot impress that enough on you. Just knowing a fact will never educate you. You must do some thinking. You must grind in that mind of yours; you must be master of your mind. If I were to say now for each one in the audience to retire as soon as he ceased thinking of a subject that I would announce; that each one should put his mind on that subject and hold it there, and grind it, and as soon as he began to let go and refuse to obey that he should go out, there would be a stampede in less than thirty seconds. Did you ever have any difficulty in holding your mind on anything? You have. Yes, I knew you had. I have had. But if you had absolute control of your mind you would have no difficulty.

Go visit the wizard, Edison. If the reports are true, he goes into his study in the morning and forgets that it is noon, forgets his lunch, forgets his dinner, forgets it is evening, forgets everything, forgets who he is, where he is, everything except what he is about; and when he comes out the world wonders. I wish you boys knew the cost of these things.

You will never get very much until you work past the time when you are tired; and if you stop when you are tired you will never get anything. Success is won after the point of weariness. And musicians will tell you that. The musician doesn't get the fingers taught until he is tired, and everlastingly tired, too. It must be the same with you. I am sorry for you. It is hard work, and you will need this education. You will need self-reliance.

I mentioned Grant a little while ago. Grant tells in his memoirs how he received the setting-up drill. The boys took him when he was a plebe and taught him a few things. They took him into a room and gave him this command: "Look at that hole." And he looked at it, and thought it was all right and looked away. And the second time he received the command; and again he could see no difficulty with the hole. And the third time he received the command, and he caught the thought that he was to do what he was told to do until he got another command. I told that story to boys a number of times before I learned the sequel. When I was in Washington I met a man named Grady, whose uncle took Grant's

picture one March day, when it required three minutes' exposure. In the midst of the exposure a brick blew from the chimney and came down through the skylight. But Grant didn't spoil the negative. He had learned "to look at that hole." And the nephew has the negative yet, unspoiled, in spite of the fact that the brick came through the skylight. That is absolute control of yourself.

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I said that you would need self-reliance. If there be anything in the world that I think the young people of this generation are deficient in it is self-reliance. There is a great difference between self-reliance and self-conceit. I said that the present generation is deficient in self-reliance-absolutely relying upon yourselves. I do not know how to illustrate that better than by a piece from my old reading book. Reading books are not as good as they used to be. In my old book there was a story of a father who had sent his son on a mission to the mountains. He was to return in the afternoon. During the day there came a sudden shower, and a wide stream which he would have to ford became much swollen; but the father knew the blood in the boy's veins, and knew he would come home on time. Anxious for his safety, he went down to the stream and stood hidden in the brush and saw the boy drive down and ride into the water. The horse very soon lost his footing and commenced to swim. The father anxiously looked out and the boy, anxiously looking across the stream, spied the father and cried out: "Father, father, I shall drown!" And the father, coming out into the open, cried: "Drown! No, you won't drown. If you drown I'll whip you to death." The father had taught him the lesson of self-reliance.

It is Bishop Fowler who said that Nature keeps a one-price store. Whoever lays down the price gets the goods; and I wish you would remember that. You will need industry. I do not know what you understand by industry. I know that men differ in their estimate of industry. I remember very well having occasion to appoint a physician-two physicians, in fact-to assist the army surgeons in examining some recruits for the Spanish war. These two men that I appointed had more than State-wide regutations. I was going to my office one morning, and a carriage stopped and one of these physicians stepped from it and told the driver to take me over to the Capitol and come back for him. I stepped into his carriage. In the rack in front were the current numbers of the leading medical magazines, and open on the seat was one from which he had been reading. I have seen that physician ride by me a hundred times, and always with a book in hand. The other physician whom I appointed I have called upon toward midnight several times unexpectedly and found him in his office each time at work. I do not ask you to work that hard, boys and girls; I am telling you the price.

Mark Hanna told me one time that he had had occasion to call on Phil Armour. He didn't tell me his errand, but it was in 1896. He asked his secretary to make an appointment. The message came back: "Mr. Armour will see Mark Hanna at 1 o'clock." At 1 o'clock Mark came. He found Mr. Armour sitting in his chair being shaved, eating his lunch and dictating to his stenographer. It was the only leisure time that he had. All the rest of the time he was too busy to see Mr. Hanna. I don't ask you to work as hard as that, but I wish you to know that it is the price that men must pay for writing their names under every sky and in every clime. And there are no bargain stores. You do not have to pay that price; but that is the market price.

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(Continued from page 338.)

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WANTED !-- To hear from schools in need of teachers. I have some good material among those taking penmanship instruction of me. Students (new and old) desiring poaitions, write me, giving full particulars regarding experience, qualifications, &c. This service is FREE to my students.

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It is necessary for penmen doing ornamental writing to have a holder adapted to that special purpose. The above holder is hand-turned and adjusted, made of selected rosewood or ehony, and cannot be made by an automatic lathe. LOOK FOR THE BRAND. If your dealer cannot supply you, send to the designer and manufacturer.

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proves our right to offer it to you as the world's best typewriter. Write us or any Smith Premier branch for a detailed description of its advantages.

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DON'T BE HELD DOWN

ISAAC PITMAN SHORTHAND

Holds the World's Record for Speed and Accuracy

Miss Nellie M. Wood Makes a New World's Record with a NET Speed of 253 Words per Minute

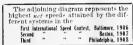


T the Third International Contest for Speed and Accuracy in Shorthand Writing, held at Philadelphia, April 18, 1908, under the auspices of the Eastern Commercial Teachers' Association, the supremacy of the Isaac Pitman Shorthand was

again fully demonstrated in the winning, for the second time, of the Eagan International Cup by Miss Nellie M. Wood, with a gross speed of 260 words per minute and a net speed of 253 words per minute, which constitutes the world's record.

Mr. Chas. Currier Beale, the Chairman of the Speed Committee, when announcing the results, called especial attention to the remarkable accuracy of the transcription handed in by Mr. Godfrey (an Isaac Pitman writer), from the notes of his dictation at 180 words a minute in the Miner Medal test. Of the 900 words dictated, Mr. Godfrev's transcript had 895 absolutely correct. Of the five incorrect, three were rated as material and two as immaterial errors, thus making the transcript 99 4-5% correct. This is the world's record for accuracy in shorthand writing.

As at the last International Speed Contest (Boston, 1907), there were no entries from the writers of the Light-line or other non-Pitmanic systems.





International Typewriting CONTEST

In the "World's Championship Contest," also held under the auspices of the Eastern Commercial Teachers' Association, Miss Rose L. Fritz broke all previous records by copying, for twenty-five minutes, at a net speed of 99 words per minute. In the "School Championship Contest" Miss Elise Scott, of Toronto, won the Gold Medal with a net speed of 52 words per minute. Both Miss Fritz and Miss Scott learned the subject from Chaples B. Gribbe 18 and Miss Scott learned the subject from Cha and Miss Scott learned the subject from Charles E. Smith's "Practical Games in Touch The subject from Charles E. Smith's "Practical Course in Touch Typewriting.

WHAT THE WORLD'S CHAMPION TYPIST SAYS

"I am pleased to state that I consider 'A Practical Course in Touch Typewriting,' the only text-book from which I studied, the best typewriting instruction book that I have seen. The exercises are excellent and have helped me wonderfully in working up speed. The whole course is very interesting from the beginning, and it cannot but produce the best results in the shortest time."—Rose L. Fritz.

FOR A COPY OF "INTERNATIONAL SPEED CONTESTS" AND "PITMAN'S JOURNAL" ALSO FOR PARTICULARS OF FREE INSTRUCTION BY MAIL TO TEACHERS SEND FOR

ISAAC PITMAN & SONS :: 31 Union Square :: New York

Publishers of ("COURSE IN ISAAC PITMAN SHORTHAND," \$1.50.

Publishers of ("PRACTICAL COURSE IN TOUCH TYPEWRITING," 50c. CLOTH, 75c.

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The 20th Century Standard

ADVANCEMENT has been the spirit of the age—and nowhere is advancement more strikingly illustrated than in

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It is the perfection of inventive genius in the Phonographic Art. No greater proof of its infinite superiority is needed than its recordbreaking *success*—a *success unequaled* in shorthand history.

DOING IS PROVING

Theories are easily constructed! You can't determine the merit of a shorthand by its looks—for pretty things, like pretty people, don't always get there.

| simple | shorthand | a | make | to | easy | is | Ιt | |
|---------|-----------|----|------|----|------|-----|------|--|
| legible | 11 | 11 | 11 | 11 | 11 | Ħ | . 11 | |
| brief | 11 | 11 | 11 | 11 | 11 | Н - | 11 | |
| rapid | 11 | 11 | 11 | 11 | 11 | Ħ | 11 | |

But it is *hard* to combine these qualities into a *perfect shorthand*—just what the *Pernin* does!

Would you introduce Pernin Shorthand

if you knew our claims to be true? We have convinced others—let us convince you. If your school is built on Honor and Efficiency, you need Pernin Shorthand.

NOW IS THE TIME TO DECIDE

We already have upon our list a large number of schools that have decided to introduce Pernin Shorthand this fall. They are coming in nearly every day. It will pay you to introduce Pernin Shorthand, and this is the most convenient time of year to make the change.

Send for a copy of the *revised edition* of our textbook. Single sample copy to schools or shorthand teachers, \$1.00, postpaid. Free instruction by mail.

THE PERNIN SHORTHAND INSTITUTE COMPANY DETROIT, MICH.

AS OTHERS SEE IT.

Since the adoption of Gregg Shorthand by Mr. Guilbert Pitman (nephew of Sir Isaac Pitman and for twenty years his manager) and the establishment of our New York office, Isaac Pitman & Sons have been conducting a campaign of villification of Gregg Shorthand which is without parallel in the history of Shorthand. They have bombarded the schools of the country with printed form letters almost entirely devoted to calumny and misreprebombarded the schools of the country with printed form letters almost entirely devoted to calcularly and insrepre-sentation of the system, and these letters have been accompanied by numerous circulars and booklets on the same subject bearing the imprint "Press of Isaac Pitman and Sons, Bath, England," Evidently Sir Isaac Pitman and Sons of Bath, England, have not yet learned that there is nothing which the American people detest more than "knocking," and that no firm ever succeeded in this country which devoted most of its time to attacking its competitors.

Through the kindness of some school managers we have received copies of their replies to the form letters, and we present some extracts herewith. These letters are more impressive than anything we could say.

Isaac Pitman & Sens, New York, N. Y.
Gentlemen: Your circulars of April 8 received.
Considering your superior intelligence, it seems exceedingly ridiculous for you to waste so much good printer's ink on so poor a system as you find the Gregg to be; or is it but another case of where "thou beholdest the mote that is in thy brother's eye, but considerest not the beam that is in thine own eye"?

in thy brother's eye, but considerest not the beam that is in thine own eye'?

If conditions are as you represent them to be, you no doubt have a number of Gregg books that you have exchanged for Pitman texts and, if so, I shall be very glad to get some Gregg manuals from you in exchange for Pitmanic books that I have received from former Pitman writers who wave enrolled here and changed to Gregg Shorthand, I remain, (Signed) WALTER RASMUSSEN.

Rasmussen Business School, St. Paul, Minnesota.

Rasmussen Business School, St. Paul, Minnesota.

Isaac Pitman & Sons, New York,
Gentlemen: Your form letter of the 3d inst. received;
and owing to some of the rash statements made therein, the
writer feels called upon to make reply.

We doubt very much whether you will gain anything by
bombarding the business college public, especially husiness
college men who teach Greg Shorthand, as we do, with such
doubts whether it is good advertising.

We feel that many business college men who have been
a position to test out the various systems of shorthand,
like ourselves, will feel that such statements as you make in
your letter, notably that contained in Paragraph 2, are an
insult to their intelligence and business judgment.

We teach Gregg Shorthand because it meets the requirements of the business public. That is to say, even a greater
present of the business public. That is to say, even a greater
ments of the business public. That is to say, even a greater
ments of the business public. That is to say, even a greater
ment of the business public of the system and developed a
student of ours who stayed in school long enough to thoroughly master the principles of the system and developed a
speed of a hundred to one hundred and fifty words per minute, who ever worked up to a position or to that point where
he came to the honest conclusion that his shorthand system
was inadequate, when dev-loped to its highest capacity, to
meet the purpose for will be the system and Gen. Manager,
Youm's Business Colleges (7 schools), Ohio.

Messrs. Isaac Pitman & Sons, New York City;

Messrs. Isaac Pitman & Sons, New York City,
Gentlemen: Your circular and acrimonious letter of
April 8 is received.
You are right when you state that I should carefully
consider the best system of shorthand.
For several years I considered the matter very seriously.
For several years a considered the matter very seriously.
For several years a superior to your Graham writer,
which system I recard as superior to your hulf changed
to the Gregg because I considered it a practical and standard

system, and far superior to many of the so-called standard systems of shorthand.

1 have received from your company for several years, periodically, printed matter regarding the demerits of Gregg Shotthand. They, of course, always found their way to the waste-basket, because I do not like your method of trying to build up your system by tearing down another.

If there be supelor points in any constant and you wish to be superior to have your series to have your series any more such literature as you have from year to year.

I am a Gregg writer and teacher and thoroughly helieve in the system; and I consider it an affront to receive such letters as you send from time to time.

I have as yet to receive the first letter from the Gregg Publishing Company derogatory to any other system. It is true that they are pushing their system for all it is worth, but in an honest and business-like manner.

If you have any clean, honest printed matter relative to the good qualities of your system, you are at liberty to send them to ne, but do not send any more "knockets."

If you wish to interest me in your system you will have to change your tecles.

Respectfully,

(Signed) R. E. WIATT.

Santa Barbara Business College. Santa Barbara Cal.

(Signed) R. E. WIATT. Santa Barbara Business College, Santa Barbara, Cal.

Isaac Pitman & Sons, New York City, Gentlemen: I am in receipt of a most ridiculous letter from your firm under date of the 8th inst, attacking the Gregg System of Shorthand.

I wish to say that I was originally a Pitman writer, that I used it as a stenographer and also taught it for some time, that we have taught Pitman and Gregg side by side in this school, but now teach the Gregg only, and that we have demonstrated to our satisfaction the superlority of Gregg Shorthand.

Hundreds of our graduates are holding the most respon-

demonstrated to our satisfaction the superiority of Gregg Shorthand.

Hundreds of our graduates are holding the most responsible and difficult positions in New York, as well as in many of the other large cities of the country, and they always "make good and the green of the country, and they always the green that the Gregg System is "a failure" Your statement that the Gregg System is "a failure" to schools teaching the system. I believe that such statements do your own system more harm than good. Your other claims are just as absurd and do not appeal in the least to intelligent teachers who understand the merits of both systems.

Please understand that I do not "run down" your system and that I fully comprehend its many good points, but that I consider the Gregg just as good and in some respects better, and that I am simply stating my disapportal of your methods of advertising. They do not appeal to fair-minded teachers who understand the question at issue.

Yours very truly,

(Signed) F. R. BERRIMAN.

Principal Union Business College, Elizabeth, New J-rsey.

For many years we have steadily avoided attacking other systems, and have made little reference to them For many years we nave steadily avoided attacking other systems, and have made little reference to them except where it has been necessary, in self-defense, to reply to the extraordinary onslaughts that have been made upon Gregg Shorthand by the publishers of the old-time methods. We intend to continue that policy. From small beginnings, Gregg Shorthand in ten years has become the leading system of America and has spread to all parts of the world. Its success has been due to its intrinsic merits and the loyal and enthusiastic support of the writers and teachers who have changed to it from other systems. Its history is a record of continuous progress and it is now spreading more rapidly than at any previous time in its history. These are facts which are known to anyone familiar with the history of shorthand during the past decade.

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THE WILLIAMS & ROGERS COMMERCIAL PUBLICATIONS

The success and popularity of these books for business colleges and commercial schools are well known. No other series of a similar nature is so widely used, and none fits the pupil so well for the practical pursuits of later life. Among these publications are:

Modern Illustrative Bookkeeping
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Office Routine and Bookkeeping
Introductory and Complete Courses
Bookkeeping and Business Practice
Three Weeks in Business Practice
Practice System of Business Training
First Lessons in Bookkeeping
New Introductive Bookkeeping
New Complete Bookkeeping
Advanced Bookkeeping and Banking

Moore's New Commercial Arithmetic Gano's Commercial Law
Test Questions in Commercial Law
Mills's Modern Business Penmanship
New Practical Grammar
Belding's Commercial Correspondence
English Punctuation
Pitmanic Shorthand Instructor
Seventy Lessons in Spelling
New Civil Government
Descriptive Economics

In Press: MUNSON'S POCKET PHONOGRAPHIC DICTIONARY

AMERICAN BOOK COMPANY New Cincinnati

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A revision of "LESSONS IN MUNSON PHONOGRAPHY," by L. H. PACKARD.

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Containing over 2500 words and phrases in longhand, in the order in which they occur in the texthook, with space for phonographic outline and teacher's corrections. The retail price of the Phonographic Exercise Book is thirty cents, postpaid.

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What the student will be expected to do when he becomes an accountant in a business office, he is required to do here, and with none of the cumbersome manipulation involved in other schemes of practice. This plan is simply ideal and is so pronounced by all teachers who have used it.

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Any of the above books will be sent to teachers, for examination, upon very reasonable terms.

Correspondence invited.

S. S. PACKARD, Publisher, 101 East 23d Street, New York

Vol. 32

AUGUST, 1908

No. 12

NEWS OF THE PROFESSION

The Utah Business College, at Salt Lake City, advises that the school has had a prosperous season, and the prospects for the Fall opening are very bright.

S. G. Broadwater has renewed his contract with Toland's Business University, Nebraska City, Neb. The school seems to have a good attendance and better prospects.

L. B. D'Armond, Bristol, Tenn., has secured the services of Miss Josephine Bryan as principal of his shorthand department. Miss Bryan has been with the Brooklyn Business Institute for the past year.

E. H. Norman, president of the Baltimore Business College, was one of the prominent speakers at the forty-first annual meeting of the Maryland State Teachers' Association, held in Ocean City during the latter part of June. The Baltimore Sun, in its issue of June 25, quotes liberally from Mr. Norman's response to the address of welcome, and refers to it having been delivered in "an especially happy vein"

The commercial class at the Haskell Institute, Lawrence, Kan., rendered a carefully planned programme on the evening of June 22. Among the features of the entertainment were a typewriting contest in which one young man wrote 64 words a minute on new matter, a rapid calculation contest and a shorthand contest. The Haskell school entertainments are always largely attended by the people of Lawrence.

Henry C. Leffingwell has left New Britain, Conn., and during the coming year will be found with Spencer's Business College, Kingston, N. Y.

On the evening of June 8 the Goldey College, at Wilmington, Del., graduated a class of thirty-six young men and women from its various departments. United States Senator DuPont was chairman of the evening, and addresses were made by other prominent men. The Goldey school has won for itself a reputation that any institution might envy.

The New York Tribune of June 28 contains a full column article relative to the annual field day and semi-annual distribution of profits at Ilion, N. Y., for the employes of the Remington Typewriter Company. There can be no question that the generous treatment of the workers in the Remington shops and offices has been largely responsible for the loyalty of the employes and resulted in better work in every position from top to bottom of the immense establishment. E. H. Norman, president of the Baltimore Business College, as president of the North Carolina Society, of Baltimore, proved himself an able and witty toastmaster on the occasion of the annual reunion at the New Carrollton Hotel on the evening of June 5.

Charles Fletcher, who less than a dozen years ago was a pupil at the Cedar Rapids Business College, furnishes an illustration of what a young man with business education and business ability can do. After filling various positions from the bottom up in the Cedar Rapids Savings Bank, he has re signed the position of cashier and manager of the Clearing House to take the presidency of the Denver Stockyards Bank. From business school to the presidency of a bank in a large city in a little more than a decade is a record to be proud of.

H. G. Staton has given up his work in Des Moines to take charge of the commercial department in the High School at Ely, Minn., at an excellent salary.

Commencing September 1, F. L. Beman, now of Omaha, will be connected with the Valley City Commercial School, Grand Rapids, Mich.

The Indian Leader, published every Friday by the pupils of Haskell Institute, Lawrence, Kan., is always an interesting publication. Haskell Institute has been very successful in training Indian boys for efficient work under modern conditions.

At Miner's Business Academy, Brooklyn, on June 27, the pupils gave a public exhibition of their work. In the evening a typewriting contest was held and the gold medal offered won by Miss Edna Cahill. All typewriting in the school is by the touch method.

Ownership of the Connecticut Business College, Middle town, Conn., has been transferred by E. J. Wilcox to J Fred Nixon, who has been teaching in the school for the past two years. Mr. Wilcox will devote his time to his school in Hartford. Under Mr. Nixon the continued prosperity of the Middletown school is assured.

Almost a full page in the Utica, N. Y., Saturday Globe is devoted to the commencement exercises of the Utica School of Commerce, held on Monday evening, June 22. Half tone pictures of the graduating classes in business and shorthand departments show that the school is enjoying a



PUBLISHED BY

THE NATIONAL PENMANSHIP PRESS HORACE G. HEALEY, EDITOR 229 BROADWAY, NEW YORK

TWO EDITIONS.

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Regular Edition-75 cents a year. In Clubs of more than

Regular Edition—15 cents a year. In Crows of more than three, 60 cents each.

News Edition—\$1.00 a year. Five subscriptions, \$5.00; one hundred subscriptions, \$100.00.

After having sent in enough subscriptions to entitle the club sender to the minimum rate, as specified above, additional subscriptions in any number will be accepted at the same rate throughout the acheol year.

tions in any number will be accepted at the same rate infougatout the school year.

On foreign subscriptions, including Canadian, and on subscriptions in Boroughs of Manhattan and Broux, New York, 25 cents a year extra, to pay for additional cost of delivery.

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\$3.00 an inch. Special rate on "Want" ads. as explained on e pages. No general ad. taken for less than \$2.00. those pages.

CHANGE OF ADDRESS.

Subscribers wishing to have their magazine sent to a new address should notify us promptly, giving the old address and specifying the edition, whether News or Regular. Notices must be received one full mouth in advance, that all copies may be received.

The one thing of which The Journal is proudest is that nine-tenths of the school proprietors and teachers that take the trouble to put it in the hands of their stucents at the clubbing rate think enough of the paper to send in their own subscription year after year for the News Edition at one dollar.

large attendance. The class numbered 82, and the attendance at the Auditorium was so large that many had to be turned away. Mr. Risinger is to be congratulated on his success.

The annual graduation exercises and onting of the New London Business College were held at the college rooms on July 21st, and at Wequetequock on the following day. An interesting intellectual programme was followed by sports, which were enjoyed by all.

At the graduating exercises of the Morse Business College, in Hartford, diplomas were awarded to a large class, and E. H. Morse, the principal, made an address full of earnest counsel to the young men and women before him. One of the features of the occasion was the presentation to L. H. Boyd, who retires from the school, after a nine years' service, to become identified with the Hartford Fire Insurance Company, of a handsome loving cup. William Chambers, formerly of the Detroit Business University, takes the place left vacant by Mr. Boyd.

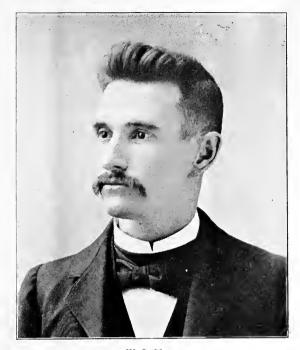
A recent issue of the Mountain View (Cal.) Register reaches us with a two-column editorial referring in most flattering terms to a townsman, Daniel T. Ames, formerly editor of the PENMAN'S ART JOURNAL. The occasion for the article was some fine work on handwriting by Mr. Ames which secured the conviction and sentence of a forger at Los Angeles. The Register makes no mistake when it refers to Mr. Ames as "the greatest of chirographic authorities." He has been connected as an expert with many of the most noted cases of presumed forgery not only in this country but in Europe as well.

Mrs. Nina P. Hudson Noble, one of the able contributors to THE JOURNAL, who is especially well known to our young women readers in whose interest Mrs. Noble's department has been conducted, had the misfortune to lose her home by fire a few weeks ago. Many Journal readers will sympa thize with her.

The Tri-State Business College, Cumberland, Md., appropriately issued a triangular announcement of the annual reunion and picnic held on July 17 and 18. The mention of trolley cars and parks, with plenty of refreshments on the side-the inside-must prove irresistible to any friend of the school. Under the able management of J. W Smith the school has made a strong appeal to the young people of Maryland, West Virginia and Southern Pennsylvania.

MOVEMENTS OF THE TEACHERS

- A. L. Morgan, principal of the commercial department of the Arlington (Mass.) High School, will go to the Asbury Park (N. J.) High School in September.
- Miss Permelia F. Martin, vice-principal of Rochester (Ind.) College during 1907-8, will be at the head of the eclectic shorthand department of Butcher's Business College, Beaver Falls, Pa., during 1908-o.
- R. C. Cottrell, last year supervisor of penmanship at Elwood, Ind., has resigned his position to accept a similar one at Logansport, Ind.
- Miss Alice Mecum, for many years a leading commercial teacher in New England High Schools, but last year with the Grand Forks (N. Dak.) High School, returns to New England to take a very desirable position in the Westfield (Mass.) High School.
- N. A. Fulton, in charge of the commercial work in Sherman's Business School, Mount Vernon, N. Y., during 1907-8, is now the principal of Merrill Business College, South Norwalk, Conn.
- H. C. Ritter, a Gem City Business College graduate, who was an assistant commercial teacher in the University of North Dakota last year, will have charge of the commercial department of the Creston (Iowa) High School next year.
- J. F. Bowers, of Lake Arthur, N. M., is the commercial teacher of the new department just opened in the La Junta (Colo.) High School.
- Charles R. Dresser, for three years Gregg shorthand teacher in Burdett College, Lynn, Mass., now takes charge of the commercial department of the Keene (N. H.) High School.
- F. L. Beman goes from the Denison (Iowa) Normal School to the Valley City Commercial School, Grand Rapids, Mich
- N. J. Aikin, in charge of the commercial department of Miner's Business Academy, Brooklyn, N. Y., last year, has given up teaching in order to take a course in New York
- N. H. Roberts, for several years with the Gloversville (N. Y.) Business College, goes to the Dunsmore Business College, Staunton, Va.
- Roy F. Snyder, who has been at the head of the commercial work of the Mahanoy City (Pa.) High School for several years, is in charge of the new commercial department of the Nutley (N. J.) High School.
- G. H. Artlip, of the National Business College, Roanoke, Va., has bought the Denver Business University.
- H. L. Mathre goes from the St. Paul (Neb.) Normal School to the State Agricultural College of Oregon, at Corvallis, to take charge of the new commercial department at a first-class salary.



W. L. MUSICK.

The man behind the MUSICK PUBLISHING CO., St. Louis, Mo.
Thirteenth of a series of "Men Behind Great Business Enterprises Closely Associated with Commercial School Interests."

Miss May E. Bowman, of Grand Forks, N. Dak., will teach the commercial branches in the Casselton (N. Dak.) High School during the coming year.

Miss Mabel F. Parsons, last year principal of the Keene (N. H.) Business College, is now engaged with the Huntsinger Business College, Hartford, Conn.

A. E. Cole, of Duff's College, Pittsburg, has been engaged to handle the commercial branches in a new department just established in the Tarentum (Pa.) High School.

C. H. Blaisdell, for two years with the Haverhill (Mass.) Business College, takes charge of the commercial work in the Rhode Island Commercial School, Providence.

J. R. Stout, last year with the Le Mars (Iowa) High School, now goes to the Wooster (Ohio) High School.

H. B. Schell, Ypsilanti, Mich., follows H. B. Smellie as commercial instructor in the Western Military Academy, Upper Alton, III.

W. E. Ingersoll, a well-known Gregg teacher, returns from Seattle to the Northwestern Business College, Spokane, where he will have charge of the shorthand department.

Mrs. Elizabeth Galbraith, of the Holyoke (Mass.) High School, will have charge of Gregg shorthand in Oahu College, Honolulu, next year, in place of Miss Frances M. Hardy, who returns to this country, giving up school life for home life.

T. N. Carswell, a graduate of the Abbeville (Ga.) Business and Normal College, is a new commercial instructor in the Abilene (Tex.) Business College.

Lewis R. Watson, one of E. L. Glick's skillful penmanship pupils, and for two years a teacher in the National Business College, Concord, N. H., has been chosen as a sixth assistant for the commercial department of the Beverly (Mass.) High School. J. S. C. Adamson, last year at the head of the commercial department of the Schissler School of Business, Norristown, Pa., has given up school work to go into business life at Ottawa, Canada.

J. L. Holtsclaw, last year with the D. B. U., Detroit, has accepted election as a commercial teacher in one of the Detroit High Schools.

Miss Jennie Charlesworth, for two years with the Grand Prairie Seminary, Onarga, Ill., is now the head of the typewriting department of the Blair Business College, Spokane.

R. S. Baker goes from Spencer's Business College, Kingston, N. Y., to the commercial department of the Modern Commercial School, Brockton, Mass.

T. G. Boggs moves from the National Business College, Roanoke, Va., to a more remunerative position with the Easton (Pa.) Business College, after a Summer spent with the Bowling Green (Ky.) Business University.

J. M. Connors, of the Fitzgerald Business College, Schenectady, N. Y., is an assistant commercial teacher in the Newark (N. J.) Business College, and he is followed in Schenectady by E. G. Lambertson, a recent graduate of the Lansing (Mich.) Business University.

Miss Dorothy Helme, a graduate of the Eastman Business College, Poughkeepsie, N. Y., is an assistant secretary and commercial teacher in the National Park Seminary, Forest Glen, Md.

Miss Ada M. Buzby goes from Strayer's Business College, Philadelphia, as principal of the shorthand department of the Pottstown (Pa.) Business College.

M. H. Bigelow, of the Utica (N. Y.) Free Academy, becomes head of the commercial department in the Atlantic (N. J.) High School.

Grace I. Watkins, Keene, N. H., is to be the new commercial teacher in the North Craftsbury (Vt.) Academy.

D. A. Casey, for several years principal of the Berkshire Business College, Pittsfield, Mass., will open a commercial school in Albany, N. Y.

Miss Alta L. Jewell has become head of the commercial department of the Nebraska Central College, Central City, Neb., following Earl T. Whitson, who has been spending the Summer at the Zanerian Art College, Columbus, Ohio.

Mrs. Mary L. Buckmeyer goes from the Indiana (Pa.) Business College to the Spencer Business College, Jersey City, N. J., to take charge of the Chartier shorthand department.

W. H. Vernon, for some years principal of the Brooklyn (N. Y.) Business Institute, and O. H. Smith, last year with the Walworth School, New York, are new teachers in the Packard Commercial School, New York, following J. E. Leamy and G. H. Van Tuyl, who go to the New York City schools.

Miss Lola Melson, of Salisbury, Md., formerly with the Drake Business College, Newark, N. J., becomes the new shorthand teacher in the Salisbury High School.

S. C. Coulson, of Brown's Business College, Danville, Ill., is a new member of the staff of the Bellingham (Wash.) Business College.

W. R. Smith, a Worcester (Mass.) Business Institute graduate, is an assistant commercial teacher in the Heffley Institute, Brooklyn.

After five years of service as the head of the commercial department in the Morse High School, Bath, Me., M. A. Conner takes charge of the new commercial department in the Medford (Mass.) High School.

Leonard B. Moulton, for several years head of the English department of the Beverly (Mass.) High School, goes to the English department of the Boston High School of Commerce.

G. M. Hawes, last year assistant commercial teacher in the Malden (Mass.) High School, will spend next year in Haryard University.

The Crest City Business College, Creston, Iowa, has been bought by the Western School Company, of which E. S. Cook is president, and the name has been changed to the Creston Business College. This company also owns the Maryville (Mo.) Business College.

D. B. Pence, of Draughon's Business College, Washington, D. C., will assist in the commercial work of the Bradford (Pa.) Business College next year.

Charles W. Moss, a graduate of the Business School of Simpson College, Indianola, Iowa, will teach the commercial branches in the Cherokee (Iowa) High School next year.

William Chambers, of the D. B. U., Detroit, becomes the new principal of the commercial department of the Morse Business College, Hartford, Conn.

J. W. Martindill, of the College of Commerce, Kenosha, Wis., has charge of the commercial department of the Watertown (Wis.) High School.

J. A. Kirby, of the Hillsboro (Ohio) High School, goes to the Rutherford (N. J.) High School.

R. W. Ballentine, formerly with the Chicago Business College, has engaged with the Albany (N, Y.) Business College, having changed his plan to go to the Vance School, West Chester, Pa.

Miss Nettie Breese, formerly shorthand teacher in the Sioux City (Iowa) High School, is now at the head of the shorthand department of Link's Modern Business College, Boise, Idaho.

Miss Annie P. Stone, of the Troy Conference Academy, Poultney, Vt., will teach Gregg shorthand in the Plainfield (N. J.) Business College next year.

James M. Ford, who had charge of the commercial department of the Winona (Minn.) High School last year, is giving up teaching this year in order to take a course in the law school of the University of Minnesota.

George K. Post will have charge of the new commercial department in the South Norwalk (Conn.) High School next year.

E. H. Fortney, formerly of Kansas City, Kan., is now with the Toland Business College, Sioux Falls, S.D.

G. T. Wiswell, who has been for the past year with Creager's School, in Louisville, has been secured by the High School at Plymouth, Ind., at a good salary.

J. M. Hussey, of the Western Normal College, Shenandoah, Iowa, is continuing to produce good commercial men. One of them, R. A. Goodwin, has signed a contract with Hoffman's Metropolitan Business College, Milwaukee, for the coming year.

Charles M. Gray, who has been teaching in Poughkeepsie, N. Y., for the past year, is spending the Summer in Alexandria, Va.

O. Q. Martin, of Coeur d'Alene, Idaho, began work on June I in the Winona Normal School and Agricultural Institute, Winona Lake, Ind.

J. D. Hawes, who has been connected with Heald's College, San Jose, Cal., has purchased the Chico, Cal., Business College. Mr. Hawes writes that prospects are very bright for a good school.

TENTATIVE PROGRAM National Commercial Teachers' Federation

Headquarters: Hotel English. Meetings: Shortridge High School.

Monday, December 28, 1908.

10:co Gathering at headquarters.

2:00 Section meetings.

8:00 Federation meeting.

Tuesday, December 29.

9:00 Section meetings.

2:00 Section meetings.

8:00 Federation meeting.

Wednesday, December 30.

9:00 Section meetings. Elections.

2:00 Federation meeting. Election.

8:00 Banquet.

Thursday, December 31.

0:00 Section meetings.

2:00 Federation meeting. Closing exercises.

OPTIONAL PROGRAM.

Monday, December 28, 1908.

10:00 Business managers' meeting.

2:00 Business managers.

8:00 Federation meeting.

Tuesday, December 29, 1908.

0:00 Section meetings (except managers).

2:00 Federation, second meeting.

8:00 Business managers. Theatre party for others. Wednesday, December 30, 1908.

9:00 Section meetings (except managers).

2:00 Federation, third meeting. Election of officers.

8:00 Banquet or other form of entertainment.

Thursday, December 31, 1908.

9:00 Section meetings (except managers). Election, 2:00 Federation, fourth meeting. Closing exercises.

What can you do? Some things well, some poorly. Are you doing your shorthand work well?



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Off-HAND BUSINESS CAPITALS—BY F. B. COURTNEY.

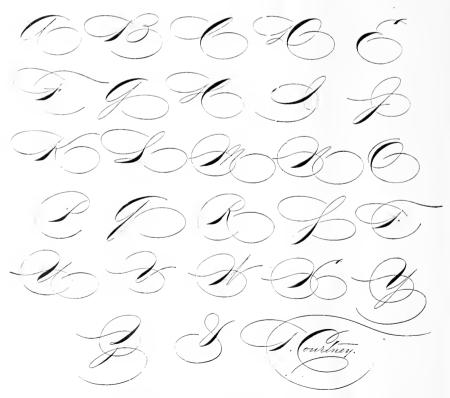
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BUSINESS ENGLISH-How To Get Command of Words

BY SHERWIN CODY.

I have had many business men and others say to me: "I should like to do something to enlarge my vocabulary. I often hesitate for just the right word."

This does not represent the facts in the case. The business man does not want to enlarge his vocabulary, for if he used any more words than he does already, the average person to whom he writes would not understand them, and so those new words would be worse than useless. The fact is, the whole science of business rhetoric tends in the direction of using the simplest and commonest words, so that every term will be perfectly familiar to the person who reads the letter or advertisement.

What is wanted is greater facility in combining the words which the writer already has. His hesitation, when he comes to express a given idea, is due to the want of a neat comparison or a figure of speech. He wants to find new ways of getting the meaning out of the old, common words.

There is just one way that I know of in which this can be practically accomplished. It is to imitate and rewrite master-pieces until the instinctive knack has been caught. It is a question of developing a literary instinct, rather than absolute literary knowledge. In fact, the person with a literary instinct will probably never know just how he does it.

The best way to master business English is to study and imitate the best advertisements and the best letters that are written. Advertisements are probably worded more carefully than is any literary article. More is dependent on having precisely the right and best wording. The advertisements in our best magazines are often admirable models of the best business English. Next to these are the booklets and catalogues that are published by leading business houses. Farther down the list stand business letters, which unfortunately in the past have been written with unusual carelessness. As it has not been possible to compare letters of one house freely with those of another, as can be done in the case of advertisements or booklets and catalogues, business men have not been stimulated to do such careful work upon them as upon these other examples of business English.

Those who like Scott will probably like Cooper, who is in a class below Scott, and some will like Poe, though he is not so popularly available as some of the other writers that I have mentioned. Poe was master of a direct and simple style.

You will add a very great deal to the enjoyment of standard authors if you will acquaint yourself with the life and personality of the author. We come to love authors as we do our friends, and look on their works as our most agreeable companions. It is only from that point of view that we can hope to appreciate their style, because the style of an author and his personality are so very closely related.

Another thing that is important in spelling is to know the rules for the construction of regular words. While the few thousand irregular words in the English language are used so many times that they form a considerable part of our speech and writing, nevertheless the greater part—indeed, all but a few of the 250,000 you will find in the Century Dictionary—are spelled regularly or derived from a few common roots. These words, many of them, are never used by the ordinary person, and most of them are used only very occasionally. Still a good speller must know what to do with those few words when they come up occasionally.

PRACTICAL BUSINESS PHILOSOPHY

From the "Letiers of a Self-Made Merchant to His Son."

"Pay day is always a month off for the spendthrift, and he is never able to realize more than 106 cents on any dollar that comes to him. But a dollar is worth 106 cents to a good business man, and he never spends the dollar. It is the man who keeps saving up and expenses down that buy; an interest in the concern."

"The boy who does anything just because the other fellows do it is apt to scratch a poor man's back all his life. There are times when it is safest to be lonesome. Use a little common sense, caution and conscience. You can stock a store with these three commodities when you get enough of them. But you've got to begin getting them young."

"I've seen a good many pulls in my time, but I never saw one strong enough to lift a man any higher than he could raise himself by his bootstraps, or long enough to reach through the cashier's window for more money than its owner earned."

"Some men learn the value of truth by having to do business with liars; and some by going to Sunday school."

"You can cure a ham in dry salt, and you can cure it in sweet pickle, and when you are through, you've got pretty good eating either way, provided you start in with a good ham. If you didn't, it doesn't make any special difference how you cured it—you will strike a sour spot around the bone. And it doesn't make any difference how much sugar and fancy pickle you soak into a fellow, he is no good unless he is sound and sweet at the core."

"There is no easier way to cure foolishness than to give a fellow leave to be foolish. And the only way to show a fellow he has chosen the wrong business is to let him try it. If it really is the wrong thing, you won't have to argue with him to quit, and if it isn't you have no right to."

"It isn't what a man knows, but what he thinks he knows that he brags about. Big talk means little knowledge."

"Education will broaden a narrow mind, but there is no known cure for a big head."

"Some men learn all they know from books; others from life; both kinds are narrow. The first are all theory; the second are all practice."

"The one important thing for you to remember all the time is not to forget. It is easier for a boss to do a thing himself than to tell some one twice to do it. Petty details take up just as much room in the manager's head as big ideas, and the more of the first you store for him, the more warehouse room you leave him for the second."

"There are two things you never want to pay any attention to—abuse and flattery. The first can't harm you, and the second can't help you."

"There isn't any such thing as being your own boss in this world unless you're a tramp, and then there's the constable."

"Does an education pay? You bet it pays! Anything that trains a boy to think and think quick, pays; anything that teaches a boy to get the answer before the other fellow gets through biting the pencil, pays. College doesn't make fools; it develops them. It doesn't make bright men; it develops them. A fool will turn out a fool, whether he goes to college or not, though he will probably turn out a bright, strong man whether he is worn smooth in the grab-what-you-want-and-eat-standing-with-one-eye-skinned-for-the-dog school of the streets and stores, or polished up and slicked down in the give-your-order-to-the-waiter-and-get-a-sixteen-course-dinner school of the professors. But, while the lack of a college education cannot keep No. I down, it boosts No. 2 up."



REAL ESTATE ACCOUNTING

BY BENTLEY & LAIRD.

It is advisable to conduct a subsidiary record in connection with land and building accounts for the purpose of affording a detailed analysis of each improvement or addition. The grading, roadways, sidewalks, etc., might be done by day labor instead of by contract. In that case the analysis book should show the cost of labor and materials separately. All charges for interest, taxes, title insurance, recording fees, etc., should be designated in the particular columns of the general ledger account. By means of details shown in the general ledger account, and in the subsidiary record referred to, it is possible to compile an analysis of the charges to land account very readily.

In case the land was divided into parcels, as with real estate companies, it would be necessary to conduct a subsidiary record showing the separate parcels according to blocks and lots. The acquisition costs of the lots (average cost) should be recorded in such a manner as will permit additions to be made and new costs shown each month. The cost of improving should be apportioned according to locality and distributed among the lots benefited. The carrying charges should be distributed on a general average basis. The improvements and carrying charges should, of course, be charged in total to the general ledger account at least

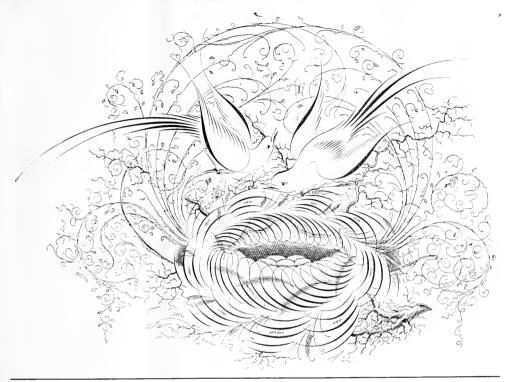
monthly. It will thus be seen that the balance of that account should agree, at close of each month, with the aggregate total of the lot costs as per subsidiary record.

Design a rough form for subsidiary record of lot costs, and work out the above suggestions in order to get an understanding of the connection between the general ledger account and auxiliary record. Take as an example a tract of land costing \$60,000.00, upon which there have been outlays for carrying charges and general improvements of \$40,000.00. The tract is divided into ten blocks of tifty lots each. Make up imaginary figures for additional carrying charges and improvements for a period of six months and consider ten lots sold each month. Keep your rough forms and notes for future use. Working them up will help you to develop original ideas.

In Berlin at the present time there are thirty thousand male and female typewriter operators. Many large commercial establishments employ over one hundred such operators.

"It is down among the sweets, among the amusements and recreation, that you will find the stomach ache, and it is there to go slow and pick and choose."

There are 1,568 stenographers in Washington in the Government employ.



COST ACCOUNTING

BY BENTLEY & LAIRD.

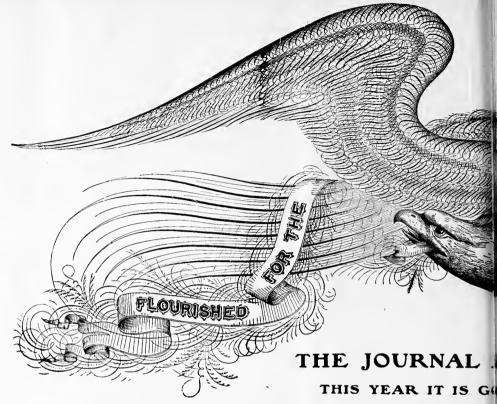
A monthly journal entry should be made charging "Manufacturing Expenses" and crediting "Reserve for Depreciation of Machinery and Equipment," with an amount arrived at by multiplying the balance of the "Machinery and Equipment" account by a fixed percentage. If the average life of the machinery and equipment is, say, ten years, the fixed percentage rate for monthly computation would be .008 1-3. This results in setting aside each month a proportion of the profits in order that no one month shall receive abnormal charges for replacements at the expense of other months where no replacements are made. It prevents distributing apparent profits during the first few years, when no replacements are necessary, and also prevents abnormal charges against profits during the periods of heavy replacements. Machinery depreciates in value and usefulness by virtue of wear and tear and efflux of time. A reserve is the setting aside of profits regularly and equitably in order to meet future expenses. It is meeting the cost of replacing machinery on the installment plan.

In case a concern owns the factory site and buildings, an account should be kept in the general ledger, headed "Maintenance of Real Estate." The cost of insurance on buildings, repairs to buildings, taxes, interest on mortgages, labor for keeping grounds in condition, etc., should be charged to this account.

If the teams are employed part of the time in transporting finished goods to depots or wharfs, it is advisable to ascertain that time from the drivers. Charge the cost of feeding horses, repairing stable equipment, wages of teamsters, etc., to "Stable Expense" account in general ledger. At close of each month charge "Manufacturing Expenses" and "Selling Expenses" with their proportion of the total stable expenses and credit "Stable Expenses" with the balance of the account.

At the close of each month, by means of a monthly journal entry, charge "Manufacturing Expenses" with the monthly proportion of insurance on machinery and raw materials; charge "Selling Expenses" with the proportion applicable to insurance on finished products; charge "Maintenance of Real Estate" with the proportion applicable to insurance on buildings; charge "Stable Expenses" with the proportion applicable to insurance on horses, wagons, etc., and credit "Insurance" account with the sum total of the charges. The balance of the "Insurance" account should represent the unexpired insurance.

Having got all indirect costs charged to "Manufacturing Expenses" account, the balance of that account will have to be properly distributed amongst the jobs or processes, as the case may be, which were active during the month. There are several methods employed to accomplish that, e. g., the manhour method, the machine-hour method, the production labor and materials used method, etc. Where labor is the larger factor in producing commodities it is equitable in most cases to use the cost of productive labor as the basis of distribution, e. g., if the total productive labor for the month cost \$8,000 and the cost of productive labor on job No. 101, or process "C," amounted to \$300, then that job or process, as the case might be, should be charged with 300 8000 of the total indirect charges for the month. This feature of cost accounting will be fully discussed under the heading of "Figuring Costs."



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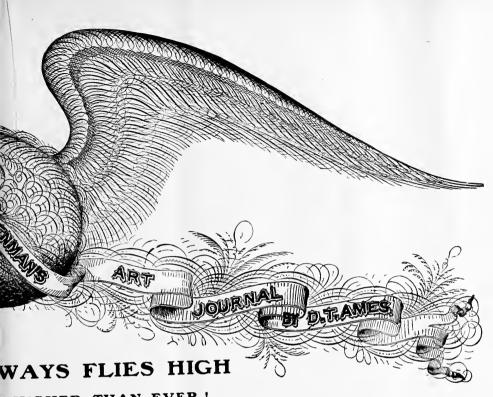
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THIS IS THE PACE THE "OLD MASTERS" SET TWENTY YEARS AGO. THE YOUNGER GENERATION OF PENMEN INHERITED THE CLUBBING HABIT FROM THEM.

HE JOURNAL'S Annual Clubbing Announcement will appear in our next issue.

As usual it is a splendid showing, and will, we believe, be an inspiration to every teacher who reads it. The JOURNAL numbers among its clubbers the greatest leaders in our profession, and its successful influence is based solely upon their generous and patriotic support.



ORANDINIA CARILADS, IN C. F. BALIMIN, COLUMBA, ALISSO RI

Annual Meeting Central Commercial Teachers' Association

DAVENPORT, IOWA, JUNE 17-20, 1908



HE annual meeting of the Central Commercial Teachers' Association really began with an informal reception held in the parlors of the Davenport Hotel on the evening of June 17. but the address of the president, G. E. King, on Thurs-

day morning was the first item on the program. In his report President King criticised those publishers whose chief aim seems to be the publication of the shortest and easiest courses. He also condemned guaranteeing positions and the practice of soliciting students from the high schools.

H. C. Cummins, of the Iowa State Normal School, Cedar Falls, Iowa, explained the idea behind the plan of introducing a course for the preparation of commercial teachers in the Normal School. Mr. Cummins thought that commercial teachers would be more proficient if their preparation might include such subjects as psychology, pedagogy, history of education and school supervision, supplemented by a year's practice teaching under the direction of a competent supervisor. This paper was discussed briefly by A. C. Van Sant, W. F. Cadwell, Rockford, Ill.; B. F. Williams, Des Moines, Iowa, and others.

"The Study of Words," by Carl C. Marshall, was an interesting paper. Mr. Marshall, after pointing out that we give too much attention to language work, the mechanics of language and grammar, and not enough to the fundamental basis of the language—vocabulary—went on to say that there are four things about words that are important. First is pronunciation, the second is the spelling, the third is the meaning, and the fourth is the application. He said: "You don't know a word until you know those four things. All our study and teaching of words must be based on the mastery of these four things." Mr. Marshall pointed out the large proportion of our vocabulary that is derived from the Latin and the Greek, and argued that the teaching of the Latin and Greek roots of the more common English words would assist materially in the teaching of spelling.

As chairman of the Executive Committee R. H. Peck arranged with a number of representatives of the typewriter companies and office appliance manufacturers to present their views on what a business college should teach along the line of modern office appliances. It is Mr. Peck's idea that the business college has not kept pace with the progress of business itself, and that if the business college proprietors would equip their schools with the very latest devices for doing business and would plan progressive texts on all subjects, the manufacturers and the publishers would meet them half way. Archibald Cobb, Remington Typewriter Company; J. C. Walker, of the Burroughs Adding Machine Company; C. V. Odin, of the Underwood Typewriter Company; W. H. Gleazen, of the Smith Premier Typewriter Company, and Mr. Shepard, of the American Multograph Company, were invited to address the convention on this topic. The typewriter men expressed their regret that the business colleges did not take more kindly to the billing machines and did not cater to the demand for operators of these machines. It was thought that the bookkeeping department should include an equipment of the most up-to-date bookkeeping typewriters.

Thursday evening the members of the association were tendered a complimentary reception and dance by the pupils of Brown's Business College, Davenport. The reception was very much enjoyed by all those who took part. SHORTHAND SECTION.

The Shorthand Section held a meeting on Tnursday afternoon, which was opened by the discussion of "Methods of Conducting Large Shorthand Classes," by Miss L. L. Ely, Sterling, Ill. Miss Ely uses the blackboard extensively in illustrating the principles and in reviews. She also sends her pupils to the board for class work. Miss Ely's plans for teaching pupils a great many things besides shorthand and typewriting, such as office conduct and office practice, were fully explained and well received. Miss Hattie L. Cook, Cedar Rapids, Iowa, in discussing the paper emphasized the writing of shorthand at the start rather than the reading of it. Mrs. Marcella Lang, Joplin, Mo.; O. L. Prior, Loraine, Ohio, and Miss Mary Horner, Waterloo, Iowa, contributed briefly to the discussion.

As no speaker had been assigned to the subject "Time and Labor Saving Suggestions for the Busy Shorthand Teacher," John R. Gregg was asked to speak on the subject. He did so briefly, emphasizing the value of blackboard work as a way of saving time and labor in the shorthand department.

W. L. Read was not present, but his paper on "Business Practice for Stenographers" was read by the secretary. Mr. Read advocated the instruction by the school of handling incoming mail and papers, taking dictation of answers to such letters, letter press coyping, indexing, filing, the composition of letters, form letters, shipping details, checks, drafts, invoices, statements, receipts, bank deposits, legal forms, chart making, postal information, mailing lists, card indexing, follow-up methods, mimeographing, etc.

At the request of the president, E. R. Sanford, the subject "Handling a Department in Shorthand and Typewriting without Assistance" was discussed extemporaneously by Archibald Cobb. Mr. Cobb explained the methods he had used in conducting the work in the Girard Institute some time ago.

The election of officers was held, with the following results:

President—Mrs. Ida McL. Cutler, Dubuque, Iowa. Vicc-President—H. L. Pantell, St. Paul, Minn. Secretary—Miss Helen Evans, Cedar Rapids, Iowa. Member Executive Committee of the Association—Mrs. Ina Bell Allison, Peoria, Ill.

On Friday morning A. F. Harvey read a lengthy paper on "The Teacher. His Qualifications, Physical, Mental and Moral," in the course of which he emphasized the value and importance of the influence of the teacher over his pupils and his example to them in all things. He argued that the ideal teacher should possess a good physique and good nealth, besides many other desirable qualifications, mental and moral. Mr. Harvey said that the salvation of private business schools is in the better preparation of commercial teachers. In concluding he laid especial emphasis on the moral qualifications of the ideal teacher and expressed regret that so many commercial teachers indulged in smoking and drinking and thus destroyed the value of their example to their pupils.

Miss Mary Horner, Miss Carrie A. Clarke and A. H. Burke were appointed a committee to conduct the contest in typewriting for the Brown trophy cup, and later on were made a permanent committee to revise the rules under which the contests will be held in the future.

Morton MacCormac, Chicago, offered to present a cup to the Association, to be awarded to the student of any of the schools in the Association for proficiency in bookkeeping and shorthand and their allied subjects, the evidence of their proficiency to be ascertained by a committee which would conduct examinations and inspect written work. The chair appointed G. W. Brown, A. F. Harvey and B. F. Williams as a committee to consider Mr. MacCormac's proposition.

G. C. Claybaugh discussed the topic "What Is the Matter with Our Business Course?" It seemed to be Mr. Claybaugh's idea that the Shorthand Department was crowding out the bookkeeping work, and that what was the matter with the business course was that it was not long enough, thorough enough and hard enough, and that the texts were not extensive and comprehensive enough.



CORNELIA H. DAMMERS, WINNER OF THE BROWN CUP.

Mrs. Josephine Turck Baker discussed English from a letter writing basis.

Friday afternoon the elimination contest for the Brown trophy cup was held, the tests heing five minutes' dictation and five minutes' copying. There were eleven entries, as follows:

Pearl Schuberl, Brown's Business College, Rock Island, Ill.; Remington machine.

Loretta Beitenman, Brown's Business College, Davenport.
III.: Remington machine.

Lillian Brodeur, Lorain Business College, Lorain, Ohio; Monarch machine.

Ruth Drysdale, Brown's Business College, Rockford, Ill.: Underwood machine.

George I. Abel, Cedar Rapids Business College, Cedar Rapids, Iowa; Remington machine.

Edward Hayes, Brown's Business College, Decatur, Ill.; Underwood machine.

Lizzie Hass, Brown's Business College, Davenport, Ill.; Remington machine.

Will Adderley, Brown's Business College, St. Louis, Mo.;

Remington machine.

Edit'n Aylin, Brown's Business College, St. Louis, Mo.;
Remington machine.

Cornelia H. Dammers, Gregg School, Chicago, Ill.; Underwood machine.

Gustav Trefzger, Gregg School, Chicago, Ill.; Remington machine.

The results of this contest were not announced until Saturday morning, at which time the committee notified Miss Drysdale, Mr. Abel, Miss Dammers, Mr. Adderley and Mr. Trefzger that they were the five highest, and consequently were eligible for the final contest. The rates of speed attained in fine elimination contest were not announced.

Perhaps the most enjoyable social feature of the convention was the boat ride on the Mississippi, which took place after the typewriting contest. The large steamer W. W. was chartered for the occasion and took about two hundred and fifty people up the river through the locks at Moline and back through the "Rapids" and down to the mouth of the Hennepin Canal (connecting the Illinois River with the Mississippi). The many interesting historical and natural objects of interest made the trip a most enjoyable one, and the cool ride was thoroughly appreciated. Those who cared to participated in the dancing, while others separated into little groups for conversation and amusement. When the party returned to the dock street cars took them to the Outing Club, where the beautiful grounds and spacious rooms were thrown open to the association. About one hundred and fifty people sat down to the excellent dinner which was served on the lawn. After dinner instrumental and vocal music was furnished by Miss Margaret Widenham and Mrs. Helen Brown Reed, daughter of G. W. Brown. The musical features were of the highest order and evoked enthusiastic applause.

A. F. Sheldon, president of the Sheldon School of Salesmanship, delivered a stirring lecture on "Psychology Applied to Business." So interesting and striking were Mr. Sheldon's keen analysis of the "man-building" process and his plea for the education of the whole man, physical, mental and moral, that, in spite of the heat, he was listened to with the greatest attention and interest. After the lecture dancing was the order of the evening until 12 o'clock.

Saturday morning the first feature of the programme was the final typewriting contest for the Brown cup. This comprised fifteen minutes' writing from dictation and fifteen minutes' writing from copy. The results were as follows:

DICTATION

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| 19.8-15 58.7-15 57.4-15 49.13-15 54.4-15 | rors 17 55 78 48 5 | 111ly 51 255 234 144 255 | 46 2-15 41 7-15 41 8-15 40 4-15 37 4-15 | |
|--|---|--|---|--|
| | Error | Penal | Not II | |
| 56 2-3 | ž : : | • • • • • • • • • • • • • • • • • • • | 50 7-15 | |
| 66 6-15 | 79 | 237 | 50 9-15 | |
| 53 2-5 | 21 | 63 | 49 1-5 | |
| 59 4-15 | 122 | 366 | 34 13-15 | |
| | 40 8-15 58 7-15 57 4-15 40 13-15 54 4-15 YING. Rafe 56 2-3 66 6-15 60 3-15 53 2-5 | 40 8-15 17 58 7-15 85 57 4-15 78 49 13-15 48 54 4-15 85 YING. Range Market Service Se | 40.8-15 17 51 58.7-15 85 255 57.4-15 78 234 49.13-15 48 144 54.4-15 85 255 YING. Here are a second of the second | 40.8-15 17 51 46.2-15 58.7-15 85 255 41.7-15 57.4-15 78 234 41.8-15 40.13-15 48 144 40.4-15 54.4-15 85 255 37.4-15 YING. Brown Bro |

NET AVERAGES.

| Cornelia Dammers, Gregg School, Chicago (Un- | |
|--|---------|
| derwood) | 48 9-30 |
| Gustav Trefzger, Gregg School, Chicago (Rem | - |
| ington) | 46 1-30 |
| George I. Abel, Cedar Rapids Business College, | |
| | (- 2 2 |

 ford, Ill. (Underwood)
 44 11-15

 Will Adderley, Brown's Business College, St.
 5t.

 Louis, Mo. (Remington)
 36 1-15

Miss Cornelia Dammers was presented with the cup by the donor, G. W. Brown, who made an appropriate speech. Mr. Gregg was also called on for a few remarks, during the course of which he mentioned that Miss Dammers had been under instruction for less than a year, and pointed out that her victory was due to her accuracy and to her speed, as she had written the smallest number of words of any of the contestants. As the committee was very strict in marking the papers and penalized even the slightest error, and as the matter was unusually difficult for students, Miss Dammers's record for speed and accuracy was a very creditable one. The rates of speed attained were higher than those attained in the school contest held in the East, where the time allowed for preparation was longer than the time any one of these contestants had spent on typewriting.

The reading of the minutes of the preceding convention having been approved, the body listened to a letter from President E. N. Miner, of the National Commercial Teachers' Federation, in regard to arranging for delegates to the next convention of the N. C. T. F. at Indianapolis and in regard to joint membership in the two hodies. On motion of Mr. Harvey, G. W. Brown, G. W. Weatherly and Raymond P. Kelley were appointed a committee to select ten persons to represent the association at the next N. C. T. F. meeting, the committee to be included in the ten. The committee reported that it had selected A. F. Harvey, A. C. Van Sant, Mrs. Katherime Isbell, H. B. Boyles, H. C. Cummings, B. F. Williams and G. E. King as the remaining delegates. The report was received and approved.

The treasurer reported that the halance received from the retiring treasurer was \$86.17; that membership fees amounted to \$142.00, making receipts \$228.17. For bills allowed, \$120.11 had been expended, leaving a halance on hand of \$108.06.

As the selection of the place for the next meeting was then taken up, E. R. Sanford invited the association to meet at St. Joseph, Mo., and Miss Carrie A. Clarke and B. F. Williams extended an invitation to Des Moines. After some oratory, the vote was taken, which gave Des Moines the honor by a narrow margin. On motion, the body decided to hold its meeting next year on whatever date may be selected by the Executive Committee.

The election of officers being the next number on the programme, R. H. Peck was elected by acclamation to the presidency. Miss Carrie A. Clarke was elected vice-president; O. D. Noble, secretary, and C. W. Ransom was re-elected treasurer.

BUSINESS SECTION.

In the absence of B. J. Heflin, of Clinton, Iowa, S. H. Goodycar, of Cedar Rapids, opened the discussion of the subject "Should a Beginner Have the Theory Before Beginning Actual Business Practise?" Mr. Goodycar emphasized the importance of starting the student correctly by giving him the right principles from the first. The subject was further discussed by C. W. Ransom, Kansas City, and O. D. Noble, Sedalia, the latter speaker emphasizing the teaching of theory before starting the student on business practise. G. W. Brown emphasized the importance of beginning with the known and proceeding to the unknown. The student should be started in bookkeeping with simple problems in arithmetic, and be led on to fne keeping of the cash account and the personal account. Mr. Brown dwelt at length on the "Account Method" of starting students in bookkeeping.

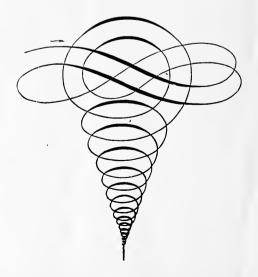
D. L. Lacy, St. Louis, Mo., gave a good talk on the topic "Are Bookkeeping Texts and Sets Too Easy?" He thought that for beginners they could not be made too easy, but that as the student progressed the work should increase in difficulty. The student should be given the worth of his money in every way while he is in school. C. C. Bayless discussed the subject further.



THE BROWN CUP.

"The Importance of Commercial Studies and the Time That Should Be Given to Each" received an elaborate treatment at the hands of Ellis S. Cook, Maryville, Mo. Mr. Cook pleaded for a longer commercial course and a more difficult one. He thought no course should be less than a full year. It was his idea that studies are important, in the following order: Arithmetic, English, letter-writing, spelling, book-keeping, penmanship, commercial law.

The election of officers resulted as follows:
President—H. C. Cummins, Cedar Falls, Iowa.
Vice-President—G. L. Kemper, Davenport, Iowa.
Secretary—Carrie Vance, Waterloo, Iowa.
Member Executive Committee—B. F. Williams,
Des Moines, Iowa.



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Business college journals have been received from the following: The Business World, Detroit, Mich., Business University; The News Letter, Barnes Commercial School, Denver, Col.; Head Light, Omaha, Neb., Commercial College; The Record, B. & S. Business College, Providence, R. I.; The Budget, Sadler-Rowe Co., Baltimore, Md.; The Berea Quarterly, Berea, Ky.; Minor's Business College Journal, Frankfort, Ind.; The Review, Lawrence, Kan., Business College; Lansing, Mich., Business University Journal; New Education, Meadville, Pa., Commercial College: Opportunity. Whitmore Business College, St. Joseph, Mo.; McCann's Business College Journal, Mahanoy City, Pa.; The Observer, Rasmussen Practical Business College, St. Paul, Minn.; New Albany Commercial Student, New Albany, Ind., Business College: Link's Modern Business College Journal, Boise, Idaho; Maryville, Ma., Business College Journal; Bradford, Pa., Business College Bulletin; The Searchlight, Wayeross, Ga., Business College; Spencerian, Spencerian Business College, Louisville, Ky.; The Exponent, Highland Park College, Des-Moines, Ia.

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HYMENEAL

Mr. George Allen Romans and Miss Stella Marie Smith announce their marriage on Tuesday, the 12th of May, 1908. at the Collegiate Church of the City of New York.

Mr. and Mrs. Edwin L. McDermott announce the mar riage of their daughter, Susan Knight, to Mr. John Trusten Stockton, Thursday, June 18, 1908, Springfield, Ill.

Mrs. Joseph Allen Gardner announces the marriage of her daughter, Eleanor Stillman, to Mr. George Hart Rowe, on Tuesday, June 23, 1908, Gloucester, Mass.

To all these young people THE JOURNAL extends heartiest congratulations, and hopes that their hearts will remain young long after the hair is silvered and the eye dimmed.

COMMENCEMENT EXERCISES

You are cordially invited to be present at the Graduating Exercises of the Commercial High School, Borough of Brooklyn, to be held in the auditorium of the school on Thursday evening, June 25, 1908, at eight o'clock.

The Rhode Island Commercial School requests your presence at the Graduating Exercises of the Class of 1908, Friday evening, June 26, 1908, at eight o'clock, at Infantry Hall, Providence, R. I.

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London, Ont., Collegiate Institute; J. A. Buchanan, instructor: William McGeoch, Vivian Ackland, Gladys Freeland, Mary Robinson, Edith E. Emery, Clifford Blackall.

Orange, Cal., Union High School; Alfred Higgins, instructor: Effie Holland, Adelheid Schmetgen, John E. Snvder, Maude M. Garr.

Drake College, Newark, N. J.; J. H. Park, instructor: Sophie Kessler, Fred R. Wettling, Gertrude Egert, Nellie O'Sullivan, Rudolph E. Kastner,

Pittsburg, Pa., Academy; E. T. Overend, instructor: John A. Phillips, Edward Reamer Agnew, Charles W. Duff, Mathilda E. Hoffmann, Josephine Beatrice Matthew, Mary Agnes Kennedy.

Miner's Business Academy, Brooklyn, N. Y.; N. J. Aikin, instructor: Olga Reineking, Erna L. Baez.

Northwestern Business College, Spokane, Wash.; H. N. Stronach, instructor: K. Yoshioka, Albert S. Jones, Nelson Williams.

Douglas Business College, Uniontown, Pa.; H. C. Joy, instructor: Walter Thompson, H. D. Dawson, Logan Ross, Quay Leckey, James H. Hess.

Longueuil College, Chambly, Can.; Bro. Rene Auguste, instructor: Henri Rheaume, Conrad Brassard, Georges Trudeau, Almanzo Riopel, Rene Riendeau, Edmond Germain Joseph Mercure.

Salem, Mass., High School: Miss Bertha W. Ferguson, instructor: Nelly Doris Keith, Ada Maude Whipple, Mary Francis Sanborn, Rena Shribman, Susan S. Searle.

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National School of Business, Concord, N. H.; C. C. Craft, instructor: Hildur E. Swaidmark, Warren Colby Clough.

Gem City Business College, Quincy, Ill.; J. M. Latham, instructor: Arl Reeves, Andrew Gilbert, Earle T. Smith, Carroll Scott.

Ferris Institute, Big Rapids, Mich.; A. M. Wonnell, instructor: Edgar Dolberg, Ralph Van Dyk, Glenn W. Slade.

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St. John's Academy, Rensselaer, N. Y.; J. F. Glavin, instructor: Dan Martin.

Wilbert C. Wood, Brooklyn, N. Y.

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What Is the Standard System in American Shorthand Practise?

The original documents of the official returns referred to "Shorthand in the Offices of the United States in the paper Government," read before the Eastern Commercial Teachers' Association by Mr. Fredric Irland, Official Reporter of Debates. United States House of Representatives, are open to inspection, at the office of the Phonographic Institute Conpany, Cincinnati, by all who may feel interested. These reports, duly signed by the chief clerks of the several departments of the United States Government, show that out of a total of 1579 shorthand clerks employed in the departmental offices 796 are writers of the Benn Pitman System. The proportionate use of other systems is shown as follows:

Benn Pitman, 796 writers. 50.4%.

Graham, 242 writers, 15.3 %

Munson, 86 writers, 5.4 %. Isaac Pitman, 67 writers, 4.2 %.

Gregg, 66 writers, 4.1 %. Cross, 45 writers, 2.8 %.

Barnes, 25 writers, 1.5%.

Pernin, 25 writers, 1.5%.

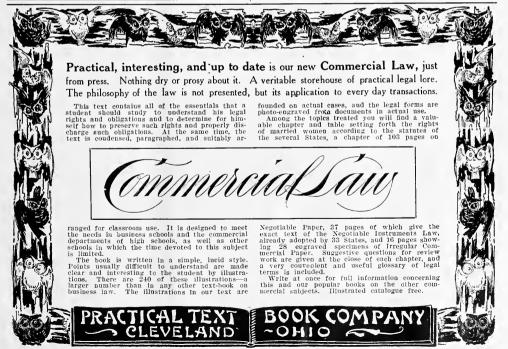
All others (totaling 14.8 %), less than I % each.

This means that schools teaching the Benn Pitman system have, during the last five years, furnisht more than half of the successful candidates that presented themselves in all parts of the country for the United States Civil Service Examinations as clerk stenographers.

A copy of Mr. Irland's paper, with table of statistics, will be mailed free to any school officer or teacher of shorthand upon request sent to

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